

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services

OPERATION MANUAL
Volume IIIA

[OMTL-329](#)

KENTUCKY WORKS PROGRAM (KWP)	
Table of Contents	
R. 4/1/09	
INTRODUCTION TO THE KENTUCKY WORKS PROGRAM (KWP)	4000-4199
Introduction	4000-4019
Kentucky Works Program (KWP)	4000
KWP Participation Requirements	4005
Systems Support	4100-4139
KAMES Referral Process	4100
STEP Interface	4120
Resource Directory	4130
PROGRAM COMPONENTS	4200-4399
Countable Components	4200-4299
[Educational Component for Teen Parents]	4200
Vocational Educational Training	4210
Short-Term Training	4215
Coding Vocational Educational Training	4217
Job Readiness Assistance/Job Search	4220
Community Service	4230
Child Care Provider	4240
[Calculating Hours of Participation for WEP/COM	4245]
Employment]	4250
Wage Subsidy Program (WSP)	4260
Work Experience Program (WEP)	4270

<u>Direct WEP Referrals</u>	4280
Component Support	4300-4309
<u>Accident Insurance for Work Experience and Community Service Placements</u>	4300
Allowable Components	4350-4399
<u>[Non-Core and Allowed Activities]</u>	4350
<u>Domestic Violence Counseling</u>	4355
<u>[Substance Abuse Treatment]</u>	4365
<u>Mental Health Counseling</u>	4370
<u>[Targeted Assessment Project (TAP)]</u>	4373]
<u>Vocational Rehabilitation</u>	4375
<u>[Adult Education]</u>	4380
KWP PARTICIPATION	4400-4799
Case Management	4400-4429
<u>[Staff Roles and Responsibilities]</u>	4410
Assessment Process	4500-4599
<u>[General Health Assessment]</u>	4500
<u>Mental Health Assessment</u>	4505
<u>Learning Needs Assessment</u>	4510
<u>Addressing Barriers to KWP Participation</u>	4515
<u>K-TAP Transitional Assistance Agreement (TAA)</u>	4520]
Referral and Component Placement Process	4600-4649
<u>[Options for KWP Activity]</u>	4600
<u>DES Role in Placement</u>	4620
<u>Component Placement</u>	4630
Monitoring Component Activity	4650-4699

<u>Monitoring and Tracking Participation</u>	<u>4650</u>
<u>[PA-33 Process</u>	<u>4652]</u>
<u>Verification of Participation</u>	<u>4655</u>
<u>Excused Absences/Approved Holidays</u>	<u>4660</u>
Conciliation Due to Noncompliance	4700-4749
<u>Conciliation Process</u>	<u>4700</u>
<u>Determining Good Cause</u>	<u>4720</u>
Penalty	4750-4799
<u>[Applying the KWP Sanction</u>	<u>4750</u>
<u>Curing the KWP Sanction In Active K-TAP Cases</u>	<u>4770</u>
<u>Curing the KWP Sanction at Reapplication</u>	<u>4780</u>
<u>Resolving Erroneous Sanctions</u>	<u>4790]</u>
Overview of UPs in KWP	4800-4829
<u>Unemployed Parent (UP) Participation</u>	<u>4800</u>
SUPPORTIVE SERVICES	5200-5399
Introduction to Supportive Services	5200-5249
<u>Introduction to Supportive Services</u>	<u>5200</u>
Child Care Assistance Program (CCAP)	5250-5299
<u>Child Care and Two-Parent Cases</u>	<u>5260</u>
<u>Approval for CCAP</u>	<u>5270</u>
Transportation	5300-5349
<u>Transportation Overview</u>	<u>5300</u>
<u>Transportation Procedures</u>	<u>5310</u>
<u>Transportation Authorization</u>	<u>5315</u>
<u>Supplementals for Transportation Expense Payments</u>	<u>5320</u>

Other Supportive Services	5350-5399
<u>Overview of Supportive Services</u>	<u>5350</u>
<u>Supportive Services Items Subject to \$400 Limit</u>	<u>5355</u>
<u>Fee Payments</u>	<u>5365</u>
<u>Summer School Tuition Payments</u>	<u>5370</u>
<u>Car Repairs</u>	<u>5375</u>
<u>Remedial Health Goods/Services</u>	<u>5380</u>
<u>Authorization and Issuance</u>	<u>5385</u>
<u>RN and LPN Licensing Authorization</u>	<u>5390</u>

MS 4000 [KENTUCKY WORKS PROGRAM (KWP)]

KWP assists work eligible individuals to obtain employment and educational training that lead to self-sufficiency.

- A. The goal of KWP is to enable work eligible individuals to meet the primary obligation to support their children through self-sufficiency, prior to reaching their 60-month limit.
- B. Work eligible individuals are required to participate in KWP unless the individual meets exemption criteria outlined in Vol. III, [MS 2324](#).
- C. Participants in Kentucky Works may receive supportive services as needed for participation. The supportive services include child care (paid through the Child Care Assistance Program), transportation and other supportive services found in [MS 5350](#).]
- D. A participant with a disability shall receive reasonable accommodation, if needed.

MS 4005

KWP PARTICIPATION REQUIREMENTS

All work eligible individuals are required to participate in KWP unless the individual meets exemption criteria outlined in Volume III, [MS 2324](#).

The state is required to have a minimum percentage of work eligible individuals participate in activities that are defined by federal regulations. Failure to meet the required rate could result in monetary penalties being imposed on the state.

Exempt individuals do not count in or impact the participation rate.

A. Activities that count in the federal participation rate are:

1. Core activities:

- a. Paid unsubsidized employment. This does not include employment for in-kind income;
- b. Subsidized employment including the Wage Subsidy Program;
- c. Work Experience program (WEP);
- d. Community service programs (COM);
- e. Job search and job readiness assistance (JRA) for only 6 weeks with no more than 4 consecutive weeks in a twelve month period. Participation in substance abuse treatment programs and mental health counseling may be countable as JRA. See Volume IIIA, [MS 4220](#);
- f. Vocational educational training (VOC) or post-secondary education for 12 months, after 12 months can count as non-core if the core requirement is met through another activity; or
- g. Providing child care services for an individual participating in community service.

2. Non-core activities:

- a. Job Skills Training directly related to employment. This is coded as JST and can be included in the 12 months of VOC;
- b. Education directly related to employment;
- c. Attendance in secondary school; and
- d. Post-secondary activities beyond 12 months if the core requirement is met. Kentucky allows participation in a full time vocational activity for 24 months with no requirement to participate in any other activity.
- e. Adult Basic Education (ABE);
- f. Literacy Instruction (LIT);
- g. General Equivalency Diploma (GED);
- h. English as a Second Language (ESL) classes.

NOTE: The core hour requirement must be met before non-core hours become countable.

B. Activities that are allowed as participation, but do not count when determining the federal rates, are:

1. Domestic violence counseling. There are no limits to the length of time an individual may participate in this activity;
2. Life skills training;
3. Substance abuse treatment programs. There are no limits to the length of time an individual may participate in this activity. Programs that meet the weekly hour requirement can be counted as JRA for up to 6 weeks with only 4 weeks consecutive. See Volume IIIA, [MS 4220](#);
4. Mental health counseling. There are no limits to the length of time an individual may participate in this activity. Programs that meet the weekly hour requirement can be counted as JRA for up to 6 weeks with only 4 weeks consecutive;
5. Vocational rehabilitation. There are no limits to the length of time an individual may participate in this activity;
6. Literacy may count as non-core if the core requirement is met and the individual does not have a high school diploma or GED;
7. Adult Education may count as non-core if the core requirement is met and the individual does not have a high school diploma or GED;
8. GED Education may count as non-core if the core requirement is met and the individual does not have a high school diploma or GED;
9. Post-secondary activities are allowed beyond the initial 12 countable cumulative months. Allow an additional 12 months without requiring another activity. However, participation may count as non-core if the core requirement is met in another activity.
10. Other activities identified on the K-TAP Transitional Assistance Agreement that will assist the participant in meeting identified goals.

Participants should be encouraged to participate in a core activity in conjunction with the above activities when possible.

C. The minimum participation rates the State must maintain are:

1. 50% for all families with a work eligible individual; and
2. 90% for "W" cases.

D. In order to be countable in the calculation of the federal rates, recipients in "C" cases are required to participate:

1. An average of 30 weekly hours, 20 of which must be in core activities. The remaining 10 hours may be in core or non-core activities;

2. An average of 20 weekly hours, all of which must be in core activities, if a child under 6 years old resides in the household with a single caretaker; or
 3. In full-time school attendance, including GED attendance, for the head of household teen parent coded M03.
- E. In order to be countable in the calculation of the federal rates, recipients in "W" cases are required to participate:
1. 35 weekly hours, 30 of which must be in core activities. Up to 5 hours may be in non-core activities such as adult education, GED or post-secondary activities; or
 2. 55 weekly hours, if the family receives child care assistance (CCAP), 50 of which must be in core activities. Up to 5 hours may be in non-core activities such as adult education, GED or post-secondary activities.
- F. On a case-by-case basis, in order to accommodate a disability, the hours of participation and type of activity (core, non-core, or allowed) are adjusted to meet the needs of the participant.
- G. If an individual receives assistance for only part of a month, that month may be counted in the federal participation rate if the participant is engaged in an activity for the minimum average number of hours in each full week the individual receives assistance in that month.
- Example: An individual is approved for K-TAP benefits on 1/9/08 and is attending college. The individual is required to complete 30 hours per week to meet the participation requirement. The individual verifies classroom and study hours for the required average of 30 hours in each of the weeks beginning 1/9/08. This individual is tracked on STEP and reported as meeting participation for January.
- H. An individual may participate in a combination of activities to achieve the required hours of participation. Only core activities can be used to meet the core requirement; however, core or non-core activities can be used to meet the additional required hours of participation.
- I. Two sets of data are collected for reporting participation rates. The formula for the federal participation rate is the numerator divided by the denominator.
1. The denominator is the number of cases containing a work eligible individual as defined in Volume III, [MS 2322](#).
 2. To count in the numerator, a work eligible individual must average the following hours of activity for the given month.
 - a. For "C" cases or the "all family rate":

- 1) 30 weekly hours (20 core hours plus 10 core or non-core hours); or
 - 2) 20 weekly hours (all core hours) for a participant who is the single caretaker of a child under 6 years old.
- b. For "W" cases:
- 1) 35 weekly hours (30 core hours plus 5 core or non-core hours; or
 - 2) 55 weekly hours (50 core hours plus 5 core or non-core hours) for a participant receiving CCAP childcare assistance.

If 30/50 of the 35/55 hour requirement for "W" cases is completed by one parent, the "W" case counts in the all family rate.

3. Sanctioned individuals are not counted in the denominator or the numerator for the first three months of sanction.

MS 4100

KAMES REFERRAL PROCESS

[KAMES generates a referral for KWP to the System Tracking for Employability Programs (STEP) system when "Y" is the answer to the question "Is he/she non exempt and being referred for KWP?". Basic demographic or "skeleton" data is passed to STEP.

Changes input on KAMES (e.g., adding a child, etc.) that impact the skeleton data are updated on STEP. However, STEP does not update KAMES, with the exception of the Disqualification Segment for KWP sanction information entered on the STEP Sanction Screen and spot checks entered on STEP.

- A. When entering the referral status on KAMES, great care must be given to enter the correct KWP status of exempt or nonexempt. If the individual's KWP status changes, update KAMES with the correct KWP information. An incorrect KWP status on KAMES can delay or deny the issuance of supportive services or Work Incentive (WIN) payments. Additionally, an incorrect KWP status may affect KWP participation rates.
- B. STEP is dependent on the information received from KAMES, and the worker cannot enter information on STEP if the client has been coded as exempt on the KAMES system. Once information is entered on KAMES, it is passed to STEP after the KAMES batch cycle is completed.
- C. If a K-TAP case is to discontinue with earnings, the adult(s) must be identified as work eligible (non-exempt) on KAMES prior to adding or increasing the income. This will ensure the case is identified for WIN reimbursements, if appropriate.]

MS 4120

STEP INTERFACE

STEP interfaces with the DCSR located on KAMES. Information is exchanged between the systems.

A. Spot checks are posted to the DCSR when:

1. An entry is made in a "Review Date" field;
2. DES responds on the DES screen;
3. "Reject Code", "02" is used and a review date entry is required;
4. 15 days elapsed from "Component Referral Date" with no entry in either "Placement Date" or "Reject Date". (Delete this spot check, when appropriate.);
5. 30 days from "Projected Completion Date" have expired with no entry in "Actual Date";
6. The actual completion date has expired by 30 days and no subsequent component referral has been input for the participant;
7. Sixty days have elapsed since a cure begin date was entered and no cure completed date was entered. If the participant failed to comply to cure the sanction, remove the "cure begin" date;
8. The action date and effective date a sanction is imposed is entered;
9. A KWP penalty is entered on STEP and corresponding disqualification must be imposed in the FS case;
10. A K-TAP penalty is entered on KAMES and a corresponding disqualification must be imposed in the FS case;
11. A KWP sanction is cured by K-TAP discontinuance or the individual is removed from the K-TAP case. [The minimum FS disqualification must be served]; and
12. DES enters comments or placement information on STEP.

B. The following is a list of the spot check codes:

1. WS Review support serv ref screen;
2. WT Review TAA activity;
3. WN Comp Ref Pending 15/60 Days;

4. WU Review comp reject reason;
5. WR Projd complt date over 30 days;
6. WV Comp complt - no referral;
7. WQ Cure beg date/no cure end date;
8. W5 Disqualify for 316 immediately;
9. W3 Review DES Comments; and
10. WY Review DES screens.

MS 4130

RESOURCE DIRECTORY

[See OM Update No. 04-23, MS 99677, 7/1/04](#)

The Resource Directory is used to locate potential referral agencies and providers for participants. These resources are grouped as component providers and supportive service agencies/groups. Component providers are added to the county resource directory where they are located, but may be used by other counties.

Coordinators are responsible for compiling the comprehensive listing of components and supportive service agencies for their respective counties. [This information is submitted to the Family Self-Sufficiency Branch (FSSB) in Quality Central.] The information is available on the STEP Resource Directory. The categories are accessible by name, zip, county and type of service so that extensive paging is not required. Access the Resource Directory from the Main Menu on STEP and via the appropriate PF key from several additional screens.

- A. Component Providers. Each component is assigned a unique number for identification called a "component i.d.". This component i.d. is entered on the STEP Component Placement Submenu as the key to start a new record when a participant is referred to begin a component. For component providers, entry of the component i.d. uploads the component/agency name and agency address to the next screen. Before the case manager can refer a participant to a component provider, the provider must be listed on the Resource Directory. DO NOT refer a participant to a component provider not listed on the Resource Directory. Field staff cannot change these fields.

Each component i.d. on the Resource Directory has a start and end date which reflects the time period covered by the contract/agreement. An end date is changed to reflect either the loss of a contract/agreement or an erroneous i.d. assignment. No component referrals are allowed past this date.

Component i.d.'s contain the county number followed by an alpha designation. These designations are as follows:

1. N001-N100. Family Support staff make direct referrals to this component. Forms KW-105/105a are generated upon entry of the referral.
2. D999. Family Support staff make a referral to the local DES office for an actual DES administered component or for other services rendered by DES on behalf of KWP participants. The exact function is specified by the suffix following these four digits.

Referrals to D999 NEVER generate forms KW-105/105a. This is due to the fact that DES receives an automated RMDS message

the morning following the case manager's entry of the D999 referral. DES sends an appointment letter to the participant scheduling him/her for the initial DES interview.

In the event DES requests a second RMDS message on a pending DES referral, enter "Y" after the "Referral Letter Needed?" question and press enter.

3. D001-D100. Component i.d.'s containing this sequence are components to which DES refers KWP participants and these component i.d.'s denote that a placement has been made.

Forms KW-105/105a are NOT produced for the referrals because these component i.d.'s are generally used to document a placement already accomplished by DES.

4. DJ99 "Other JTPA Provider." [Use this code whenever a placement is made into a WIA funded component which is not listed by name on the Resource Directory.] This is a placement code rather than a referral code. Forms KW-105/105A are not produced when these component i.d.'s are entered. STEP Comments should contain the specific facility/provider and a brief summary of the component. Family Support staff must ensure that the specific component meets Family Support's criteria as an approvable KWP activity. Do not use the code for other circumstances.
5. NS99. DO NOT use this code to refer a participant to an educational provider.
 - a. Use the code to show referral and placement only if all of the following situations are true:
 - (1) The participant is enrolled in a program which is not listed by name on the Resource Directory; and
 - (2) The participant is enrolled in an activity which the agency agrees is in conformity to the participant's TAA;
 - (3) [The participant is not funded through WIA or Vocational Rehabilitation to attend the program; and
 - (4) Approval has been granted by FSSB.]
 - b. If the activity is suitable, complete the Component Activity screen with NS99 and the appropriate suffix and with code "0" in Funding Source.
 - c. Forms KW-105 and KW-105A are NOT produced when an individual is shown referred and placed in an NS99 component.
6. Field staff who identify an alternative provider and make a referral to that provider use a catch-all code initially. [The coordinator submits the necessary information to FSSB, K-TAP section. FSSB then submits the information to the Office of Technology Services (OTS) for completion and placement of the provider on the Resource Directory. When the alternate providers are added to

the Resource Directory, OTS is to notify FSSB in writing. FSSB then notifies field staff to change the participants at that provider from a catch-all code to the provider's code.]

7. NV99 with suffixes of ABE, CCO, COL, ESL, GED, HSC, JST, LIT, OJT. This code always denotes a placement already in effect and is NEVER a referral to a provider or program. The Resource Directory entry for NV99 is "Voc Rehab Placement/No JOBS Contract."

A participant with a physical or mental handicap may be referred to Vocational Rehabilitation for assessment of the extent of the handicap and/or for potential remedial treatment.

The outcomes of a referral to Vocational Rehabilitation are outlined below.

- a. The participant may receive no services from Vocational Rehabilitation, or may receive no component placement.
 - b. Vocational Rehabilitation may place the participant into a component shown on the Resource Directory. In such situations, show a referral and placement to the component i.d. shown on the Resource Directory.
 - c. Vocational Rehabilitation may place the participant in an activity which conforms to the direction of their TAA but which is not on the Resource Directory. If the provider's program is not listed by name on the Resource Directory, enter a referral and placement to the NV99 component i.d. which contains the correct suffix. Enter code "O" (other) in the Funding Source field since KWP funding is not used. No forms KW-105 and KW-105A are generated by entry of these NV99 component i.d.'s, so it is not necessary to change the response to the referral letter question.
8. Administrative or systems problems precluding accurate entry. A catch-all code, NA99, is created to track participants and record the hours of participation in circumstances in which no component i.d. exists for a valid component. This may occur in situations when the required paperwork is not in place but verbal or written instructions have been given to a county to refer to the component. [These instructions will come from FSSB only.] These component i.d.'s should be utilized for minimal timeframes since the individual will be closed out of the catch-all as soon as the appropriate component i.d. is available.

Individuals correctly carried in a closed component remain active until the case manager updates the activity with an "actual completion date." In situations in which DES placed the individual, use of NA99 is correct. (There is no DA99 code.) The Resource Directory entry is "Administrative or System Reason Catchall".

If an individual is placed directly in a WEP position, without benefit of DES, the individual is shown active using the CO#NA99OWP.

Use of this component i.d. never produces forms KW-105/105A regardless of the response in the "Referral Letter Needed" entry. [Enter the funding source as appropriate; this could be TANF, WIA or Other.]

- B. [List of Supportive Service Providers. Social service agencies or groups, such as Salvation Army, local housing authorities, etc., can be inquired on the Resource Directory under the Supportive Services option.] They have a provider i.d. number, but there is no upload of names and addresses to the Supportive Services Referral screen as there is for the component i.d. upload.

Any field staff with STEP inquiry can inquire the Resource Directory. The agencies/providers differ from county to county based on the availability of resources. For example, not every county has access to a Salvation Army.

A verbal referral is made for a participant who is seeking referral and who has not been assigned to a case manager's caseload. Only active KWP participants in a case manager's caseload can be issued a written support service referral, forms KW-106/106a, Support Service Referral, off STEP. A copy is mailed to the participant as well as to the agency. An optional review date on the "Referrals" screen will generate a spot check to the case manager.

- C. Additions or corrections to the Resource Directory. Utilize the instructions which follow to have information added, corrected or deleted from the particular portion.
1. Component providers. [Coordinators submit the change or correction to FSSB using the Kentucky Works Resource Directory change form. FSSB staff refers to this procedure if FSSB is asked to make changes to component information.]
 2. List of Supportive Services Providers. [If field staff become aware of a change, correction or new resource which must be added to this portion of the directory, submit the information to FSSB in writing.]

MS 4200 EDUCATIONAL COMPONENT FOR TEEN PARENTS

Elementary, middle, high school or an equivalent program can be a non-core countable activity for adults without a high school diploma or GED for the hours required above the 20 hours per week. See Volume IIIA [MS 4380](#).

Attendance in elementary school, middle school, high school, or an equivalent program is a core activity for teen parents including those who are age 18 or 19.

For teen parents age 16-18 attending GED or other equivalent program, participation is tracked on STEP by entry of the appropriate component code, GED or ABE.

Attendance for a teen parent age 16-18 who attends high school, middle school or elementary school is auto tracked from KAMES and is verified by a quarterly listing generated to the schools.

To ensure participation is auto tracked for a teen parent age 16-18 attending Elementary, Middle or High School, the following steps are mandatory:

- A. Answer "Y" to the question "IS HE/SHE ATTENDING ELEM/MID/HIGH SCHOOL?".
- B. The identifying school number must be entered. After the school number is entered, the system will read a school file and upload the name and address of the school. The school number is a 9-digit number consisting of the 3-digit county number, the 3-digit district number and the 3-digit school number and is accessed by choosing option "N" off the KAMES Inquiry Menu. Enter the three-digit county number and select the appropriate district number and school number for the school the individual attends.
- C. If the teen parent is in a home school situation or any other school not covered by the school file, the 9-digit school number is the county number, district number and 999. If the home school code (999) is used, the school name and address fields are unprotected and must be entered by the worker.

To capture KWP participation for teen parents age 18-19 who are attending elementary, middle or high school or other equivalent program, the appropriate component must be entered on STEP and manually tracked.

MS 4210

VOCATIONAL EDUCATIONAL TRAINING

Vocational educational training is an organized educational program directly related to preparing individuals for employment including baccalaureate and advanced degree programs. Attendance in this activity can be used to meet federal participation requirements for 12 cumulative months. However, Kentucky allows 24 cumulative months of full-time attendance in post-secondary activity/vocational training without requiring participation in another activity. Full-time attendance is defined by the educational program /provider.

Federal guidelines allow recipients enrolled in on-line courses to receive the same credit for participation as those who attend conventional courses, providing the actual hours spent on-line are monitored and recorded by the educational institution. Kentucky Community and Technical College System (KCTCS) has software to monitor, track, and produce reports that verify student on-line class time. The Ready To Work (RTW) coordinator can provide a report verifying monthly hours of participation in on-line courses. DCBS contracts with KCTCS to provide services to K-TAP recipients enrolled at their institutions. See FSM-08-04-18 for additional information. Verification of on-line courses from other institutions can be used if the actual hours spent on-line are monitored by the school.

A. Vocational educational training includes the following:

1. Classroom training in one and two year programs at a state technical college, area vocational education center or Job Corps;
2. Programs at two and four year colleges when the participant has a specific occupational goal;
3. Customized training offered on a short-term basis at a state vocational technical school or other providers. For additional information, refer to [MS 4215](#); and
4. A proprietary school program with a specific occupational goal.

Basic skills training or English as a Second Language (ESL) may count as vocational educational training when it is part of the vocational educational training.

B. In order to correctly count hours that meet participation criteria:

1. Use actual CLASSROOM hours, not credit hours, as the weekly scheduled hours on STEP. For example, physical education classes are often 1 credit hour, but classes meet 3 hours per week. When possible, review class schedules to determine the actual classroom hours.
2. Scheduled activities outside classroom hours which count toward KWP participation include:

- a. Clinicals for medical courses;
 - b. Cooperative (co-op) program hours;
 - c. Internships;
 - d. Labs;
 - e. Tutoring;
 - f. Study time in a supervised setting; and
 - g. One hour of unsupervised study time for each hour of class time.
 3. Work study programs are considered countable hours of employment and the hours are entered on KAMES.
- C. Vocational educational components, when used to meet the 20 hour core requirement for a maximum of 12 cumulative months, are coded on STEP as:
1. COL for 4-year college;
 2. CCO for 2-year college (includes on-line courses);
 3. VOC for vocational, technical or proprietary programs; or
 4. JST for short-term training programs.
- D. Vocational educational components are coded JSE on STEP when not used to meet the 20 hour core requirement. See [MS 4217](#) for additional information relating to the coding of vocational education components.
- E. The time between semesters or weeks where there is no participation must either be made up or the individual must be placed in another countable activity.

MS 4215

SHORT-TERM TRAINING

Short-term training is customized training offered in a short time period that leads to a specific employment opportunity.

A. Short-term training programs should be made available to qualified participants. All referrals for short-term training must have prior approval. Case managers make payments for short-term training programs.

1. Each Regional Office will designate staff responsible for determining if a new training class meets KWP criteria. Contact the designated staff in your Region before referring individuals to a new short-term training class.
2. Eligibility criteria for a short-term training class include:
 - a. Training that is not covered by federal financial aid. For example, courses less than 50 clock hours at a technical college; nurses' aide training and classroom training for Child Development Associates (CDA);
 - b. Training that is in accordance with the participant's Transitional Assistance Agreement (TAA) and local labor market trends. The opportunity for a job using the short-term training must exist when training is complete; and
 - c. Training class fees should not exceed \$500 per class per individual.

If a short-term training class fee exceeds \$500 and it is determined the short-term training is appropriate in moving the individual to employment, the KWP Specialist or designated individual contacts the Family Self-Sufficiency Branch (FSSB) for approval.

3. The case manager refers the individual to the short term training program with the approval of the KWP specialist or supervisor.
4. Trainings are limited to 2 per person per 12-month period regardless of the cost of each short-term training class.
5. Obtain the provider's complete name and mailing address in order to complete the "provider name" and "address" box on form KW-215, Short-Term Training Referral Form. This data is utilized to forward form KW-215 to the facility, and for payment authorization.

6. After the short-term training class is approved:

- a. Explain to the training facility that form KW-215, Short-Term Training Referral Form, must be completed and returned.
- b. Payment is authorized when form KW-215 is returned completed by the provider. Avoid entering an agency representative's name in the first line of the provider space on the STEP Payments screen to prevent endorsement problems. For example, if XYZ School wants the check to be routed to Mary Smith, enter:

XYZ School
Attn: Mary Smith
104 School Road
Anytown, Ky 40000

- c. Explain the form PA-33, Verification of Transportation and Participation in Education or Training Activity, completion process.

7. The case manager:

- a. Identifies and recruits participants to attend training.
- b. Completes form KW-215 and gives or mails a copy to the KWP participant along with form PAFS-2, Application Letter or Notice of Expiration. The participant takes the form to the provider for completion and return.
- c. Upon receipt of the completed form KW-215, enters the payment on STEP using code 77.

8. Utilize the existing component ID for the actual provider and type (JST) listed on the Resource Directory. Enter all short-term training classes on STEP as the component type JST. If the provider is not shown as a JST provider, show the participant active in the NA99JST code by entering placement information from form KW-215. For example, a short-term training provider may be a college or community/technical college and is shown as COL or CCO on the Resource Directory. DO NOT show the short-term training participant in anything other than a JST component. Suppress generation of form KW-105/105A when updating STEP by entering "N" in the "Ref letter needed?" field.

9. Short-term training is considered vocational training and counts in the 12 cumulative months allowed to be counted in the federal participation rate.

10. Tracking must be completed for short-term training, including tracking the months of the JST component toward the countable 12 months of vocational educational training.

B. For all counties served by the Big Sandy ADD, Big Sandy ADD staff will pay the following:

1. All short-term training tuition costs.
2. All fees related to short-term training. This does not include non-fee items, such as uniforms, that DCBS pays as a supportive service.

MS 4217 CODING VOCATIONAL EDUCATIONAL TRAINING

Full-time enrollment in a vocational educational training without any other activity is allowed for 24 cumulative months. Full-time enrollment is defined by the institution. Vocational educational training can count a maximum of twelve months in the calculation of the required federal participation rate. For this reason it is very important that coding of vocational education on STEP be completed as follows:

- A. Attendance in a vocational educational training can be used to meet the federal participation requirements for 12 cumulative months.
 - 1. These participants are placed in COL, CCO, JST and VOC components during their initial 12 cumulative months.
 - 2. Any month the vocational activity is used to meet the required CORE hours of participation counts as one of the 12 cumulative months reported in the federal rate.
 - 3. The months the worker answers "N" to the requirement met on the STEP tracking screen for these components is not reported or counted as one of the twelve cumulative months.
- B. After an individual has completed 12 cumulative months of countable vocational training, he/she may continue an additional 12 months of full-time attendance without participating in any additional activity.
 - 1. Close the COL, CCO, JST or VOC component on STEP.
 - 2. Use code JSE to indicate continued participation in the vocational activity.
 - 3. JSE activity must be tracked on STEP in order to count in the participation rate. Hours in JSE will only count for individuals who are required to participate 30 hours per week and need 10 hours in addition to 20 hours in COM, WEP, employment or work study. For "W" cases, JSE is used for the 5 hours required in addition to the 30 or 50 hours in a COM, WEP, employment or work study.
- C. After an individual has completed 24 months of cumulative vocational educational training he/she must participate at least 20 hours in a CORE KWP component, such as COM, WEP, employment or work study. Staff must assist an individual in achieving successful participation by working closely with the Ready to Work coordinators at the KCTCS and the K-TAP coordinators at the 4 year colleges.
 - 1. These individuals remain in the JSE component if he/she continues to attend vocational training.

2. JSE cannot be used as part of the 20 hours of CORE activities (COM, WEP, employment, or work study) required of single parents with a child under age 6 AND who have reached their 24th month of post-secondary attendance in vocational training.
3. 30 hours, 20 of which are CORE activities (COM, WEP, employment, or work study) are required of single parents with children age 6 and older. JSE can count for the remaining 10 hours of required activity.
4. To meet the 35/55 hour work requirement, a parent in a UP case may participate in vocational educational training for the 12 countable and 12 allowable cumulative months; however, both parents in a UP case cannot participate in a vocational educational training component at the same time unless one or a combination of both are meeting the required core hours.

For example: A UP household is required to participate 35 hours per week and one parent is meeting the required 30 hours in VOC with actual class hours and non supervised and supervised study time. The other parent in a 2 year degree program is also in work study and is not coded in a VOC, CCO or COL. The hours of the work study entered on KAMES exceeds the 5 hours required to meet the 35 hour requirement.

5. JSE activity must be tracked on STEP in order to count in the participation rate.
- D. For an individual participating a minimum of 20 hours per week through employment, or work study or 20 deemed hours in a WEP or COM and also attends vocational educational training, code the training to JSE. The vocational training in this type of situation is not considered part of the 24 months.
 - F. Activities which involve paid employment are shown as paid employment on KAMES. Work study income is excluded income in the K-TAP case, but is shown on KAMES as earned income with the correct number of hours and \$1 of income.
 - G. Internships, practicums, clinicals and co-op programs which do NOT involve paid employment may be considered as hours toward the vocational educational training or may be a WEP or COM placement. Only the hours allowed after the FLSA calculation are tracked for participation in a WEP or COM activity; e.g., if the clinical requires 20 hours a week and the calculation only allows 6 hours per week, we only track 6 hours in the WEP/COM. The WEP/COM placement must be in a nonprofit entity.
1. The Ready to Work Coordinator will work with the Family Support KWP staff to identify potential WEP or COM placements which may include:
 - a. Internships which involve no pay;
 - b. Practicums which involve no pay, including student teaching;
 - c. Co-ops which involve no pay;
 - d. On-campus volunteer activities; or

- e. Off-campus volunteer activities.
2. The Ready to Work Coordinator will assist with the monitoring and reporting on these activities.
 3. The Ready to Work Coordinator will also monitor supervised study time.

MS 4220

[JOB READINESS ASSISTANCE/JOB SEARCH

Job Readiness Assistance (JRA) is preparation to seek and obtain employment. These services are provided by various contractors located through out the state. Services include development of job seeking skills as well as activities designed to remove barriers to employment such as substance abuse treatment, mental health treatment, rehabilitative services, and life skills training.

Job Search (GJS) is the active search for employment that must include contact with potential employers.

Participation in either JRA or GJS or a combination of both may be countable as a CORE activity in the federal participation rate for a maximum of six weeks in a preceding 12 month period. A break of one week or more must occur after four consecutive weeks of participation in JRA/GJS before the remaining two weeks are countable in the federal rate.

If the participant requires these services for a longer period of time within the same 12 month period, the activity may be allowed but will not count in the federal rates. Code the activity on STEP as OTH.

Contractors can report relevant information regarding a participant on STEP.

- A. Contractors responsible for providing JRA job seeking skills provide:
 - 1. Classes that start the first work day of a month that allows for 4 full weeks of participation;
 - 2. Training in communication, conflict resolution, interviewing techniques, resume preparation, budgeting, and other relevant topics;
 - 3. Employment counseling;
 - 4. Other services which may be identified regionally.
- B. Substance abuse treatment, mental health treatment, or rehabilitative services can be countable as JRA activities. This treatment must be determined necessary by a qualified medical or mental health professional and are services scheduled on a regular basis that occur no less than the 20/30/50 hour per week requirement.
- C. Job Search (GJS) may be directed by either a contractor or the case manager. The client reported hours are used for tracking GJS. Travel time between interviews can be counted, but not time to and from the participant's home. Verification requirements for Job Search include:
 - 1. A daily log of employer contacts (in person, internet, or phone) maintained by the participant that includes the date and time of each

contact, length of contact, type of contact, employer name and contact information, and desired position.

2. Weekly submission of the participant log to the contractor or case manager for review, approval, and retention in the case record.
3. Weekly face-to-face contact between the participant and contractor or case manager to review logs and provide feedback on job search activities.
4. Random follow-up with employers, conducted by the contractor or case manager, to verify the validity of contacts and/or interviews listed on the participant's log. At a minimum, the contractor or case manager follows up with no less than one employer per weekly log.]

MS 4230

COMMUNITY SERVICE

Community service is a structured program where participants perform work for the direct benefit of the community under the sponsorship of a non profit organization. The projects are limited to those that serve a useful community purpose. Examples of permitted community service placements include churches, the Red Cross, Big Brothers/Big Sisters, Habitat for Humanity, local government, public schools, etc.

- A. Community service placements can be identified by the case manager or the individual. Placements are usually positions staffed by volunteers in an organization. The organization must be a non-profit or public agency.
- B. Individuals who are likely candidates for community service activities are those who cannot obtain paid employment and who need to increase their employability by improving interpersonal and job retention skills.
- C. Community service is a core activity that counts toward meeting the 20/30/50 core hours to be countable in the participation rate. The component referral code used on STEP is COM.
- D. The weekly number of hours an individual is allowed to participate in Community Service is determined by completing the FLSA calculation of permitted hours outlined in Volume IIIA [MS 4245](#). The individual cannot participate in Community Service activities for hours in excess of the calculation. The difference between the calculated permitted hours and 20/30/50 hour core requirement is considered as deemed participation. The actual hours the individual can participate is entered on the STEP Component Activity Screen in the "Weekly Hours" field under "Placement Information". The difference or deemed hours is entered on the same screen in the "Deem Core" field.

Example: The calculation determines the client in a "C" case is permitted to participate in a Community Service activity 15 hours per week. The difference of 5 hours needed to meet the CORE 20 hour requirement is deemed. Enter 15 in the "Weekly Hours" field and 5 in the "Deem Core" field. When form PA 33 for COM is returned indicating the client has attended an average of 15 hours weekly, the component is tracked as meeting the required hours of participation. Twenty hours of core participation is reported.

Example: The calculation determines the client in a "W" case, where child care is not requested, is permitted to participate in a Community Service Activity 15 hours per week. The difference of 15 hours to meet the core 30 hour requirement is deemed. Enter 15 in the "Weekly Hours" field and 15 in the "Deem Core" field. When the form PA 33 for COM is returned indicating the

client has attended an average 15 hours weekly, the component is tracked as meeting the required hours of participation. Thirty hours of core participation is reported.

- E. If an individual is participating in a Community Service and WEP component at the same time, the sum hours of participation in both activities cannot exceed the amount determined by the FLSA calculation.
- F. There is no limit to the number of months an individual can participate in a Community Service placement. Report HRJASRA2, Step Recipients Nearing Six Months in COM or OWP Components is available on RDS if a need for tracking COM/WEP placements is identified.

MS 4240

CHILD CARE PROVIDER

[See OM Upd. No. 06-25, MS 99744, 10/1/06](#)

The activity of providing child care services can be a countable KWP activity if provided to a KWP participant in a community service activity. Child care arrangements should be well developed, implemented and supported.

Quality child care is critical to the healthy development of children and providers who choose to care for children create more nurturing environments than those who feel they have no choice and are providing care only out of necessity. Assess whether recipients have an interest in providing child care before assigning them to this activity.

Assess the individual's commitment to child care and provide or encourage opportunities for training in health and safety (e.g., first aid and CPR), nutrition and child development. [Advise individuals interested in this KWP activity to contact the Division of Child Care (DCC) for assistance with training requirements.] This will foster successful outcomes for both the adults and children in care.

The stability of child care arrangements affects outcomes for both parents and the children in care. When parents feel comfortable with their child care arrangements, their own participation in the work force becomes more stable. Stability fosters emotional security for children. Thus, stability should be one of the factors taken into account when assigning participants to child care as a work activity.

An individual cannot provide child care as a KWP activity for children living in his/her home.

Individuals must develop their own child care arrangements. The child care arrangement may be assisted by Family Support staff by providing names of persons interested in providing child care to persons in a community service activity in need of child care.

[An individual interested in receiving payment for providing child care through the Child Care Assistance Program (CCAP) must be registered. He/she must contact the service agent in his/her area or DCC to receive information necessary for the individual to become a childcare provider through CCAP]. If the individual receives pay for providing childcare, the activity is entered on KAMES as employment rather than a child care provider activity.

Participation for this activity is tracked in one of two ways:

- A. If the participant is paid for providing the child care services, the wages are entered on KAMES employment screens; or
- B. If the participant is not paid, the hours of the participation are entered on STEP using the COM component.

MS 4245 CALCULATING HOURS OF PARTICIPATION FOR WEP/COM

The weekly hours an individual may participate in a work experience training activity or community service placement is limited by the Fair Labor Standards Act (FLSA). The individual cannot participate in a WEP/COM more than the value of their net K-TAP and food benefits. The remaining hours are "deemed" up to 20 CORE hours for a "C" case and up to the 30/50 core hour requirement in a "W" case.

"C" cases requiring 30 hours of participation are only deemed up to 20 core hours. The individual must complete the remaining 10 hours in a core or non-core activity other than a WEP/COM.

"W" cases requiring 35/55 hours of participation are deemed up to 30/50 core hours. The individual must complete the remaining 5 hours in a core or non-core activity other than a WEP/COM.

The FLSA calculation which determines the actual hours allowed for participation in a WEP/COM placement considers the K-TAP benefit, the amount of child support retained by the State and the food benefits allotment received by the K-TAP family members.

If the food benefits case is comprised of K-TAP and non K-TAP members, only the portion attributed to the K-TAP recipients is considered in the FLSA calculation for allowed hours. In addition, hours may be deemed for KWP participants who do not receive food benefits. The STEP Component Activity screen includes a field for the entry of deemed weekly hours.

A. To calculate the required hours of participation for WEP/COM:

1. Subtract the amount of child support retained by the State from the K-TAP benefit. See Volume III, [MS 2610](#) for instructions on how to determine the amount of child support income;
2. If the K-TAP family members receive food benefits, add the food benefits amount for K-TAP family members to the K-TAP benefits:
 - a. Do not use the total food benefit if the food benefits case includes household members not included in the K-TAP case;
 - b. If the food benefits case includes non K-TAP members:
 - (1) Divide the food benefits amount by the total number of food benefits members. Do not round;
 - (2) Multiply the result by the number of K-TAP case members and round to the nearest dollar;
 - (3) Add this amount to the K-TAP benefit amount which has been adjusted by any state retained child support.
3. The result is divided by the minimum wage to obtain the monthly allowed hours for individuals in WEP and COM activities. Round the

result to the nearest hour;

4. Divide the monthly hours by 4.3 for the individual's actual allowed weekly hours of participation. Round the result to the nearest hour;
5. The actual weekly hours the individual is allowed to participate are entered on the STEP Component Activity Screen in the "Weekly Hours" field under "Placement Information";
6. The difference (deemed hours) between the core hours for the case and the weekly hours the client is allowed to participate is entered on the STEP "Component Activity" screen in the "Deem Core" field under "Placement Information";

Example: A family receives \$225 in K-TAP benefits. The work eligible individual is subject to the core 20 hour per week requirement and is placed in a WEP component. To determine the number of hours this work eligible individual is allowed to participate in WEP, review the Benefits Inquiry Screen on the Kentucky Automated Support and Enforcement System (KASES). KASES screens verify \$100 in child support benefits was retained.

The household receives \$712 in food benefits. However, the food benefits case includes members that are not included in the K-TAP family. The total food benefits household is 7 members, including 2 in the K-TAP family. Use only the amount of food benefits received for the 2 members included in the K-TAP case.

Calculate the required hours of participation for WEP/COM by the formula below:

- The total K-TAP benefit minus the State Retained Child Support is the net K-TAP amount used in the calculation.

$$\$225 - \$100 = 125$$

- The food benefit divided by the total number of household members equals the amount of food benefits per member.

$$712 \div 7 = 101.71 \text{ (do not round at this point)}$$

- Two members in the food benefits case receive K-TAP.

$$101.71 \times 2 = 203.42 \text{ (round at this point)}$$

- Add the net K-TAP benefit to the net food benefits for the K-TAP family.

$$125 \text{ (net K-TAP)} + 203 \text{ (net food benefit)} = 328$$

- Divide the result by the minimum wage.

$$328 \div \$6.55^* = 50.07 \text{ (round)}$$

*The minimum wage will increase to \$7.25 for work performed after July 24, 2009. \$7.25 is used in calculations completed on or after August 1, 2009.

- The required hours per month are 50. To determine the weekly number of hours the individual is required to participate, divide by 4.3.

$$50 \div 4.3 = 11.62 \text{ (round)}$$

Twelve hours are the actual weekly allowed requirement for WEP participation. Enter this amount in the "Weekly Hours" field on the "Component Activity" screen on STEP.

In the example, the individual can only be required/allowed to participate 12 hours per week in the WEP component. The remaining core hours are deemed as meeting the requirement.

$$20 - 12 = 8$$

"08" is entered in the "Deem Core" field on the "Component Activity" screen on STEP.

- B. The number of hours allowed by FLSA must be recalculated when the food benefits, child support, or minimum wage changes. Review the calculated number of hours when tracking monthly participation and adjust if needed.
- C. The online Calculator Workbook contains a KWP Countable Hours Calculator which can be used to determine the actual required/allowed hours and deemed hours for a WEP/COM component. The calculations may be printed for the case record. The calculator is available at: <http://chfsnet.ky.gov/dcbs/dfs/forms/>.

EMPLOYMENT

Employment including wages, subsidized wages, work study, Ready-to-Work, and self employment is a core activity. All employment is entered on the Kentucky Automated Management and Evaluation System (KAMES). Hours of employment must be verified and documented by check stubs or employer completed documentation when a change is reported or at a minimum, every 6 months.

- A. Wages, including those from subsidized employment, are calculated per Volume III, [MS 2710](#) and counted when determining the K-TAP benefit. Subsidized employment may be arranged by contractors in some counties and may include training that occurs while the individual receives wages. When subsidized employment is verified, answer "Y" to subsidized on the KAMES wage screen. Subsidized wages are counted as earned income.
- B. Work study and Ready-to-Work income is not counted when computing the K-TAP benefit. Hours in these activities are entered on the KAMES wage screens as a monthly amount. One dollar (\$1) is entered on KAMES to indicate income without reducing the K-TAP grant.

Example: An individual has work study income of \$6.55 per hour and works 20 hours per week. The projected monthly hours of 87 (20x4.3, then rounded) are entered on KAMES as well as \$1 monthly income.

- C. Hours of self-employment that are countable in the participation rate must be calculated manually by dividing the monthly profit (gross income less allowed expenses) by the minimum wage. The result is rounded up or down to the nearest whole number and represents the monthly countable participation in a self-employment activity. The weekly hours in a self-employment activity can be determined by dividing the monthly countable participation by 4.3 and rounding. The KWP Countable Hours Calculator can also be used to determine the number of weekly hours of self employment that are counted toward the individual's KWP participation. The weekly calculated hours are entered on the KAMES self employment screen regardless of the number of hours the individual states he/she works.

Example: An individual earns \$130 monthly from self employment and has no business expenses. Divide \$130 by the federal minimum wage (\$6.55 through July 2009 when it increases to \$7.25) and round up or down to the nearest whole number. The result is 20 hours of participation per month. The weekly hours from self employment is 5 (20 divided by 4 1/3). Enter 5 hours as the weekly number of hours worked on the KAMES self employment screen. The individual would need to participate in other core activities to meet KWP participation requirements.

- D. If KWP participation is not met using the hours of employment (wages or self-employment), enter the verified income in the K-TAP and Food Benefits cases to determine the new benefit amount. Calculate the number of hours the individual is allowed to participate in a WEP/COM component to determine if any hours of participation may be deemed (see MS 4245). A WEP/COM activity with deemed hours can be beneficial to an individual who wants to comply with KWP participation requirements. Discuss this with the participant and update the Transitional Assistance Agreement (TAA) with a WEP/COM referral if the individual is agreeable.
- E. Employed individuals are eligible for transportation payments as well as other supportive services. Form PA-33, Verification of Kentucky Works Participation, is generated by the worker by entering "Y" in the issue PA-33 field on the STEP General Information screen. The individual is only required to complete page 2 of form PA-33, Verification of Kentucky Works Participation. Transportation payments are issued from the STEP Payments screen on STEP.
- F. Employment hours are reported by the KAMES system for the federal participation rates when they become effective in the K-TAP case.

Example: Wages are reported in April and added prior to cut-off effective May. The hours are counted in the federal reports beginning May.

Example: Wages are reported late in April and added after cut-off effective June. The hours are counted in federal reports beginning June.

- G. Component type SEE (STEP Entered Employment) is used to report the hours of participation earned prior to the employment hours being effective on KAMES. Use of the SEE component can be mandated by a region to assist with participation rates if the individual is working a sufficient number of hours to meet the work requirement.
 - 1. The SEE component is entered using the applicable county code with the catchall code NA99 for each county.
 - 2. The placement and enrollment start date for the SEE component is entered on the STEP Component Activity screen as the date the individual actually began employment.

The "Enrollment End Date" and "Projected Date" is entered as the last day of the month prior to the date income is affected on KAMES. The component will auto close based on the enrollment end date; however, the worker has the capability to manually close the SEE component after the final month of tracking. The "Enrollment End Date" and "Projected Date" is not extended as a result of Earned income exclusion months.

Example: An individual begins employment May 1 but it is not effective on KAMES until July 1. The placement and

enrollment start date of the SEE component on the STEP Component Activity screen is May 1. The enrollment end date and projected date is June 30. This is the correct date to close the SEE component even if the individual chooses June and July as earned income exclusion months.

3. Tracking must be completed each month the SEE component is active. The tracking process is extremely important. An individual's employment entered on the SEE component is not counted toward the participation rate for any month tracking is not completed. Individuals not tracked will display on report, HRJASOTH, HR STEP No Tracking List.
4. Form PA-33 is not required to track the SEE component. As long as the individual continues to be employed, the worker tracks participation with a "Y" for the month, provided the hours are adequate to meet the participation requirement.
5. Form PA-33 is used to request transportation supportive service payments. Answer "Y" to "Issue PA-33" on the STEP general information screen to system-generate a monthly form for individuals placed in the SEE component.

MS 4260

WAGE SUBSIDY PROGRAM (WSP)

[Policy Clarification](#)

[See OM Upd. No. 06-25, MS 99744, 10/1/06](#)

[See OM Upd. No. 06-26, MS 99745, 10/1/06](#)

[See Errata to OM Upd. No. 06-26, MS 99745, 10/1/06](#)

The Wage Subsidy Program (WSP) is a training program provided to KWP participants while in employment. A full-term position is a priority. Some wage subsidy programs may be negotiated for less than full-time if the employer normally does not hire full-time positions. Under WSP, participants are hired by employers who receive a subsidy to cover the cost of providing training and supervision. These subsidies are negotiated in the Department for Employment Services (DES).

The Wage Subsidy Program is used for participants who have successfully completed JRA without finding unsubsidized employment. Unsubsidized employment is always explored prior to WSP placement.

The referral used on STEP to DES remains "OJT". This is the referral code used for the On-the-Job Training program DES offered prior to WSP. ["OJT" is never shown as a placement.]

- A. The participant must be compensated at a rate, including benefits, comparable to that of other employees in similar jobs and cannot be less than the federal minimum wage.
- B. Agreements for each program participant are written for 6 months. After 4 months, employers are given the opportunity to indicate whether or not they intend to retain the participant at the end of the 6-month subsidy period.
- C. If the employer indicates the participant will not be retained or has not made the decision to keep the participant, the employer must allow the participant 8 hours per week of paid leave for job search purposes.
- D. Employers are reimbursed one-half of the participants wages during the 6-month agreement period, up to 40 hours per week. Each employer is required to provide a workplace mentor for each participant.
- E. For one-parent K-TAP cases, 80 percent of wage subsidy agreements are written for 30 or more hours per week. For unemployed parent K-TAP cases, 90 percent of wage subsidy agreements written for 35 or more hours per week.
- F. DES provides verification of wage subsidy participation via STEP. Do not use form PA-33 to verify participation in the Wage Subsidy Program.

1. DES verifies an individual's participation in a wage subsidy position. All hours paid as wage subsidy training are verified by DES. The information received from DES on the hours per week and rate of pay may be considered as wage verification.
2. DES contacts the employer monthly to obtain the information to complete the DES invoice. The invoice is submitted to the employer for signature and returned to DES. DES files the form in the participant's case folder.
3. Upon receipt of the employer information, DES enters the information on STEP comments by the 10th calendar day of each month. A spot check is posted to the DCBS worker's DCSR on each DES entry of information.
4. DES reports the number of hours the participant actually worked in subsidized employment in the prior month. DES does NOT include any hours of unsubsidized employment the participant may have worked.
5. Any monthly tracking needed by DCBS is completed by the case manager using the information provided by DES.
6. If DES fails to provide information by the 10th calendar day of the month, contact DES by telephone or via STEP comments to obtain the information.
7. Participation information is taken from KAMES employment screens. KAMES screens must be adjusted if any information changes.

MS 4265*

ON-THE-JOB TRAINING (OJT)

On-the-job training (OJT) is training in the public or private sector provided to a paid employee while he/she is engaged in productive work. Basic skills training such as pursuing a General Education Development (GED) degree or a pre-GED program and English as a Second Language (ESL) classes may be incorporated into an OJT program if provided by the employer in the work place.

The case worker makes the referral used on STEP to Contractors. Employment information, including actual weekly hours of employment, must be entered on the Kentucky Automated Management and Evaluation System (KAMES) for determination of K-TAP eligibility.

Employed individual's participating in KWP may have their weekly hours of employment and monthly wages entered on the STEP system using the work component STEP Entered Employment (SEE). This includes unsubsidized and subsidized employment hours.

An example of a countable OJT activity is an employer offers on-site computer training offered by the employer for OJT participants. The employer, a work site sponsor, or other responsible party supervises the training.

OJT assists KWP participants in upgrading his/her employment skills in order to progress in the labor market. The Cabinet subsidizes OJT to offset the cost of training provided by the employer.

MS 4270 WORK EXPERIENCE PROGRAM (WEP)

The Work Experience Program (WEP) is a work activity performed in return for K-TAP benefits. It provides the individual an opportunity to acquire general work skills and training necessary to obtain employment.

WEP is limited to projects that serve a useful public purpose such as health, social services, education, libraries, public facilities, and government. Family Support staff and/or contracted entities locate and negotiate training site agreements for WEP positions.

WEP is a core activity that counts towards meeting the 20/30/50 hours countable in the participation rate. The component code used on STEP is OWP.

- A. The following criteria apply to the provider of the WEP placement:
 - 1. The work experience placement benefits the participant;
 - 2. The WEP provider must:
 - a. Provide sufficient training to ensure development of appropriate and specific skills;
 - b. Provide new tasks after each skill is mastered; and
 - c. Provide intensive participant instruction and supervision at all times; and
 - d. WEP participants cannot displace, reduce the work hours, or infringe upon promotional opportunities of regular employees.
- B. The case manager or contracted entity completes form KWET-241 WEP Training Site Agreement when:
 - 1. The placement is initially negotiated.
 - 2. The hours of required WEP participation, end date of agreement, or training activities change.
 - 3. The WEP agreement ends.
- C. WEP placements can be negotiated for the length of time necessary to provide a meaningful training opportunity to the individual. Report HRJASRA2, Step Recipients Nearing Six Months in COM or OWP Components is available on RDS if a need for tracking is identified.
- D. A WEP placement is ALWAYS of lower priority than paid employment.
- E. The weekly number of hours an individual is allowed to participate in WEP is determined by completing the FLSA calculation of permitted hours outlined in Volume IIIA [MS 4245](#). The individual cannot participate in WEP activities for hours in excess of the calculation. The difference between the calculated permitted hours and 20/30/50 hour core requirement is considered as

deemed participation. The actual hours the individual can participate is entered on the STEP Component Activity Screen in the "Weekly Hours" field under "Placement Information". The difference or deemed hours is entered on the same screen in the "Deem Core" field.

Example: The calculation determines the client in a "C" case is permitted to participate in a WEP activity 15 hours per week. The difference of 5 hours needed to meet the core 20 hour requirement is deemed. Enter 15 in the "Weekly Hours" field and 5 in the "Deem Core" field. When form PA 33 for WEP is returned indicating the client has attended an average of 15 hours weekly, the component is tracked as meeting the required hours of participation. Twenty hours of core participation is reported.

Example: The calculation determines the client in a "W" case, where child care is not used, is permitted to participate in a WEP activity 15 hours per week. The difference of 15 hours to meet the core 30 hour requirement is deemed. Enter 15 in the "Weekly Hours" field and 15 in the "Deem Core" field. When form PA 33 for WEP is returned indicating the client has attended an average 15 hours weekly, the component is tracked as meeting the required hours of participation. Thirty hours of core participation is reported.

- F. If an individual is participating in a Community Service and WEP component at the same time, the sum hours of participation in both activities cannot exceed the amount determined by the FLSA calculation.
- G. DCSB carries medical and accident insurance on WEP participants. These individuals are NOT covered by Worker's Compensation. The insurance only covers the WEP participants while attending the WEP activity. Refer to [MS 4300](#).

MS 4280

DIRECT WEP REFERRALS

[See OM Upd. No. 07-11, MS 99760, 5/1/07](#)

[See OM Upd. No. 06-26, MS 99745, 10/1/06](#)

[See Errata to OM Upd. No. 06-26, MS 99745, 10/1/06](#)

[In all counties, Family Support may refer KWP participants for WEP placements.] This includes participants in both "C" and "W" cases.

- A. WEP participants are required to participate a minimum of 20 hours per week for a "C" case or 35 hours per week for a "W" case unless it is necessary to write an agreement for less to ensure participation and 20/35 hours can be achieved by adding another type of participation.

All WEP Worksite Agreements are written for 6 months or less. The component duration is only as long as necessary for the individual to learn the job skill.

- B. WEP participants are not entitled to a salary or to any ongoing training expenses. Neither the worksite training agency nor the WEP participant receives any monetary payment above the supportive services which are paid to any KWP participant. However, the caseworker/case manager should use every opportunity to explain the benefits of WEP as a training.

1. Training is provided at no charge to the participant.
2. Assistance is available to the participant for transportation and other supportive services such as uniforms, if required.
3. In most circumstances, assistance may be provided for child care. If child care is paid using federal funds, the UP household is required to participate 55 hours.
4. The participant is provided an opportunity to meet people and become familiar with employment surroundings in a field in which the individual may be interested.
5. The participant has an opportunity to develop contacts for future employment and to develop a resource for references for potential employment.

- C. DES has primary responsibility for slot development. However, the following guidelines are used to determine the appropriateness of available slots. The WEP slot will not:

1. Result in the displacement of any currently employed worker or position, including partial displacement, such as a reduction in hours of non-overtime work, wages or employment benefits;
2. Result in the filling of a position:
 - a. When any other person is on layoff from the same or equivalent job within that organization;

- b. When an employer terminated any regular employee or reduced its workforce with the effect of filling the vacancy created;
3. Infringe in any way upon promotional opportunities of any currently employed individual; and
4. Result in the filling of any established unfilled position vacancy by a participant.

DES is the best source for specific data regarding slots developed and those training site providers who have been contacted and are willing or not willing to accept placements. The KWP coordinator assists with the development of appropriate slots, if necessary. If sufficient slots currently exist for WEP placements, emphasis should be given to placement strategies instead of slot development.

- D. The caseworker/case manager is responsible for accomplishing the referral for a WEP placement. It is very important for the participant to understand that even though he/she is NOT employed, but receiving training, it is important the participant adheres to a regular schedule.
 1. Have the participant review and sign form KW-240, Work Experience Training Program Participant Agreement.
 2. To reflect a WEP referral, CO#NA99OWP is entered on STEP. This is a catch-all code and forms KW-105/105A are not system-produced. Form KW-246, WEP Referral Form, is prepared manually and given or sent to the participant. The participant is asked to return form KW-246 within 5 calendar days of the interview.
 3. Upon return of form KW-246, contact the provider to determine if the provider wishes to accept the referral.
 4. [If the provider wishes to accept the referral, form KWET-241, WEP Work Site Training Agreement, is completed.]
 - a. A work experience training program (WEP) agreement can be written from 10 hours per week to the number of hours necessary to allow an individual to reach the minimum required hours of participation per week. A WEP agreement is NEVER WRITTEN OR AMENDED for less than 10 hours per week.
 - b. Worker discretion is used to ensure that it is necessary to write a WEP agreement for less than 20 hours per week.
 - (1) The idea behind a training program is to prepare an individual for self-sufficiency.
 - (2) In the world of self-sufficiency, an individual would be expected to work in excess of 20 hours per week.
 - (3) Consider the following questions when approving a WEP agreement for less than 20 hours:
 - (a) Will a WEP agreement for less than 20 hours allow the individual to obtain the minimum required hours per week of participation?
 - (b) Will a WEP agreement for less than 20 hours per week undermine an individual's understanding of what will be expected of him/her when he/she becomes self-sufficient?
 - (c) Is it unrealistic to use a 20-hour WEP placement?

EXAMPLE: An individual who meets the WEP profile is employed 10 hours per week and a 20-hour WEP cannot be scheduled around the employment. A WEP agreement may be written for 10 hours per week. However, if a 15-hour WEP can be scheduled around the employment, the 15-hour WEP is written. This will ensure the individual gets the maximum training possible during the 6-month WEP.

The hours of the WEP agreement are reached by determining the maximum number of hours of participation the individual can reasonably be expected to achieve in dual components.

5. Update the participant's component activity with placement, start and projected completion dates on STEP under the CO#NA99OWP component ID.
6. If the first training site provider opts not to accept the participant, the pending referral remains while steps 2, 3 and 4 are again completed until placement is accomplished. If WEP is replaced by another activity on the TAA, reject the pending referral.
7. The system does not automatically reflect that a referral is made. [The Family Support WEP referral code must be entered on STEP.]

If placement information is not entered on STEP, a spot check posts to the caseworker/case manager's DCSR fifteen days after the referral code is entered. [If form KW-246 is not returned, Family Support must conduct a follow-up to confirm that the participant kept the referral appointment with the training site provider and determine if the training site provider wishes to accept the referral.] If the first WEP provider declines to accept the participant, the NA99OWP referral remains pending while subsequent placements are sought. Subsequent forms KW-246 must be manually completed and sent.

8. Placement information must be entered on STEP. If the caseworker/case manager fails to follow-up the referral with the placement, start and completion dates when the training site agreement is completed, the system continues to indicate a referral only and does not indicate a placement. If the placement information is not entered on STEP, no tracking is possible so the placement is not countable. Referrals, placements and tracking MUST be entered on STEP.
9. The participant will receive form PA-33 for WEP component activity the month following component placement data entry on STEP. If the training site provider fails to correctly complete the information regarding attendance on each form PA-33, the form is

returned to the participant as in any other component. [Family Support has the responsibility for training site provider contacts for Family Support WEP placements.]

10. Participation MUST be tracked on STEP. Until a participant is tracked on STEP, he/she is not a countable active participant.

It is extremely important that the correct information is entered and reflected on STEP. This information is utilized when calculating and reporting the participation rates.

11. If circumstances require a change to the WEP Training Site Agreement, use form KW-244, WEP Training Site Agreement Amendment.
12. When an amendment cannot be negotiated or a decision is made to end the WEP placement, complete form KW-245, Notice of WEP Discontinuance.
13. A WEP placement is considered successful when the participant terminates the activity to accept unsubsidized employment, or the time limit on the WEP agreement expires and the individual perceives him/herself as job ready.

[E.] Section 407(f) in the TANF legislation requires that States establish and maintain a grievance procedure for resolving complaints of regular employees who allege maltreatment at Kentucky Works activity sites.

The grievance procedure is as follows:

1. The dissatisfied employee shall file a grievance with his/her immediate supervisor. The dissatisfied employee shall file the grievance in writing within 10 calendar days following the alleged occurrence which is the subject of the grievance.
2. The employee shall set forth in writing the basis of his/her complaint, any factual allegations to be investigated and the corrective action or settlement desired.
3. The dissatisfied employee's supervisor shall, upon investigation, issue findings and decisions in writing to the dissatisfied employee within a period of 10 calendar days after receipt of the grievance.
4. If the resolution of the grievance is not satisfactory to either the dissatisfied employee or the employer, an appeal can be forwarded to the Department of Labor within 20 days of the written decision.

[The appropriate venue for Kentucky Works participants dissatisfied with any aspect of their placement continues to be through the administrative hearing process within Family Support.]

MS 4300 [ACCIDENT INSURANCE FOR WORK EXPERIENCE
AND COMMUNITY SERVICE PLACEMENTS

The Department for Community Based Services (DCBS) carries accident insurance for Kentucky Works Program (KWP) WEP/COM participants. These individuals are not covered by Worker's Compensation. This insurance covers all WEP/COM participants, but only while the individual is attending the WEP/COM activity.

If the participant has an accident which results in injury or death during WEP/COM participation, an insurance claim must be filed. The process for filing the claim is as follows:

- A. Staff informs the provider of the insurance coverage when form KWET-241, Training Site Agreement, is completed for a WEP participant or when an individual is placed in a COM component. The provider is instructed to contact the staff person (contractor or Family Support) who negotiated the placement immediately when a participant is injured.
- B. If the individual was placed by a contractor, the contractor notifies the Field Services Supervisor (FSS) of the injury within 3 work days. The contractor also documents the incident on STEP.
- C. The FSS or designated representative contacts the Family Self-Sufficiency Branch (FSSB) at fssbk-tap@ky.gov (listed as CHFS FSSB K-TAP Section on Global) to obtain the accident insurance claim form. Identify the e-mail as "WEP/COM Accident Report" in the subject line and include the following information in the e-mail:
 - 1. Participant's name;
 - 2. Participant's social security number;
 - 3. Case number;
 - 4. FSS assigned to complete the claim process;
 - 5. The address of the local office;
 - 6. Date of injury; and
 - 7. Location, including building and city, of the accident.
- D. The FSS or designated representative contacts the participant by form PAFS-2, Application Letter or Notice of Expiration, within 5 work days of the accident. Form PAFS-2 must state:
 - 1. Insurance coverage for the injury must be pursued;

2. A claim form must be completed, and itemized medical bills obtained in order to file the claim;
3. The participant is not to use the medical card for injury costs.

If the participant does not respond in 7 work days, the supervisor or designated representative sends a second form PAFS-2. Contact with the participant can be by phone or face-to-face interview. Note: Any and all efforts are made to contact the participant (e.g. hospital visit, home visit, etc.). If the participant is unable to be contacted, no further action is needed. If the accident results in the death of the participant, attempt to contact the executor of the participant's estate.

- E. Do not mail claim forms to the participant or the physician. The supervisor or designated representative assists the participant in completing the claim forms and sends the completed insurance claim forms and itemized medical bills to DCBS/FSSB, 275 E. Main St. 3E-I, Frankfort, KY 40621 within 30 days of the initial contact with the participant. Inquire KAMES for information regarding other insurance coverage for the participant. Questions regarding entries on the form are routed to FSSB.
- F. FSSB reviews the claim forms and submits the claim to the insurance company.
- G. The completed claim form must be provided to the insurance company within 90 days after the accident or injury occurs. Notify FSSB if the timeframe cannot be met.
- H. DO NOT complete form PA-40, Third-Party Liability Health Insurance, indicating the participant has this insurance coverage. The insurance only covers the participant while attending the WEP/COM activity.
- I. The supervisor or designated representative submits any subsequent bills to FSSB for submittal to the insurance company.]

MS 4350

NON-CORE AND ALLOWED ACTIVITIES

As part of Kentucky Works case management services, it is important to identify and address barriers which prevent an individual's transition to employment. The following non-core activities meet KWP participation requirements while addressing common barriers. Some non-core activities may be countable towards meeting the federal participation rates, if combined with twenty hours of participation in a core activity. Supportive services are paid as needed while an individual participates in non-core and allowed activities.

A. Non-core work preparation activities that may count in the federal rate when combined with the required twenty core hours include:

1. Vocational training beyond the 12 core cumulative months that is coded JSE;
2. GED;
3. Adult Basic Education; and
4. Literacy

Note: An 18 or 19 year old individual may participate in a GED or adult education program as a countable core activity.

B. Activities that can count for a limited time when coded as JRA activities per [MS 4220](#) are:

1. Substance abuse treatment programs;
2. Mental health counseling;
3. Vocational Rehabilitation; and
4. Life skills training when part of the JRA activity, not a stand alone activity.

These activities are coded on STEP as JRA for the period of time they are countable.

C. Activities that are allowed for work preparation but do not count for federal participation are:

1. Vocational rehabilitation coded on STEP as RHB (Some vocational rehabilitation activities can be coded GED, ABE, JST, or JRA.);
2. Domestic violence counseling coded on STEP as DOM;

3. Substance abuse treatment programs coded on STEP as SUB if the activity cannot be considered as JRA;
4. Mental health counseling coded on STEP as OTH (other activity) if the activity cannot be considered as JRA; and
5. Life skills training as a stand alone activity coded on STEP as OTH.

Non-core work preparation activities are completed with a countable core activity when possible.

An individual may be sanctioned for failing without good cause to attend any activity agreed to and listed on the TAA unless the individual is participating in a core activity which meets the requirements.

MS 4355

DOMESTIC VIOLENCE COUNSELING

Individuals who would benefit from domestic violence counseling are those individuals who are in a situation of battering. Battering is a pattern of coercive control that one person exercises over another. Battering is behavior that physically or emotionally harms or arouses fear in another. Battering is also behavior that prevents an individual from doing what he/she wishes or coerces him/her to behave in ways he/she does not want.

Battering includes the use of physical and sexual violence, threats and intimidation, emotional abuse and economic deprivation.

The following statements may be made by the case manager to a victim who feels she cannot leave the situation.

- A. I am afraid for your safety.
- B. I am afraid for the safety of your children. Children cannot tolerate the amount of abuse you can.
- C. It may only get worse.
- D. I am here for you when you are ready to leave and I can help you with relocation assistance .
- E. You do not deserve to be abused.

For those individuals who can safely participate in a Kentucky Works activity, domestic violence counseling can be a part of the K-TAP Transitional Assistance Agreement. A referral is made to resources in the community which include Protection and Permanency, TAP, and local spouse abuse centers. Document the situation in STEP and KAMES comments.

The component code for domestic violence counseling is DOM. The weekly hours and length of counseling is determined by the provider and verified via form PA-33.

MS 4365

SUBSTANCE ABUSE TREATMENT

An individual who uses alcohol or drugs to the extent his/her ability to work and take proper care of their families is impaired could benefit from substance abuse treatment. For those individuals who agree to the mental health screening portion of the Kentucky Works assessment and are determined by a professional to have problems with drugs and/or alcohol, participation in a substance abuse treatment program is an allowed activity.

Participation in a substance abuse treatment program can count as a core activity as a JRA activity if the required hours of participation are met. The activity is coded as JRA on STEP and is limited to 4 consecutive weeks. See Volume IIIA, [MS 4220](#).

All other participation is coded SUB on STEP. There is no time limit on the activity. The individual is permitted to participate in treatment or counseling as long as he/she requires.

- A. The professional assessment can be completed by a community mental health center (Comprehensive Care in most counties), the Targeted Assessment Program (TAP) or OWL/SEEC in counties served by these contractors. These agencies determine whether the participant needs substance abuse education and/or treatment and refers the individual to an appropriate substance abuse program if needed. The findings of the assessment are shared with the individual and sent to the case manager.
- B. If the findings show no intensive prevention/education or treatment services are needed, file in the case record and update STEP comments.
- C. The findings may indicate intervention is needed, the level of intervention needed, and the program to which the participant is referred. The community mental health center or the contracted entity will:
 - 1. Make a referral to either a substance abuse program within the community mental health center or an outside agency in the community or state.
 - 2. Complete a Release of Information form with the individual in order to set up a referral with another agency and to forward a copy of the assessment and findings to the agency receiving the referral.
 - 3. Make an appointment for the individual with the treatment center.
 - 4. In the event there is a waiting list for services, indicate this on the findings and identify the estimated length of time on the waiting list and an interim plan (e.g., Alcoholics Anonymous, waiting list group) for services.
- D. Confirm with the participant the recommended plan of care, unless services are needed immediately as in the case of a medical emergency or

detoxification from alcohol or other drugs. In the event of an emergency, confirm the recommended plan of care as soon as possible following emergency services.

- E. Complete another form DCBS-1A, if the participant is referred for substance abuse services to an agency other than the community mental health center. This allows the other agency to complete and return a progress/tracking report (form PA-33) on a monthly basis.

The community mental health center staff completes form PA-33 regarding the participant's attendance at the recommended services, and compliance with agreed upon education or treatment goals.

Determine if conciliation or sanction is appropriate if the progress/tracking report indicates that the participant is having significant problems with:

1. Attending the recommended services;
2. Is attending but is not making progress towards completing the goals of the service; or
3. Has left the program prior to satisfactory completion.

If the individual is participating in a core activity which meets the requirements, sanction is not appropriate.

- F. Determine whether the individual can proceed with another activity while participating in the recommended substance abuse education or treatment program. If the participant can proceed, place the participant in an appropriate activity.
- G. When the individual completes the recommended level of care or leaves care the local mental health center is requested to send a Termination Summary to the case manager. The Termination Summary varies from provider to provider as to content.

MS 4370

MENTAL HEALTH COUNSELING

Individuals who receive a professional screening from the local community mental health center (Comprehensive Care in most counties), the Targeted Assessment Program (TAP), or OWL/SEEC may be served by those agencies or referred to a provider of mental health counseling. Participation in counseling is an allowed activity and coded OTH on STEP.

If the individual is participating in counseling for 20 or more hours weekly it can be coded as JRA and treated as a core activity for 4 weeks. See [MS 4220](#).

Whenever possible, counseling should be completed concurrently with other components.

MS 4373 TARGETED ASSESSMENT PROJECT (TAP)

The Targeted Assessment Project (TAP) is available in selected counties to conduct assessment, pre-treatment, and follow-up services focused on identifying and addressing mental health, domestic violence, substance abuse, and learning problems. Services are provided by TAP Specialists who are employees of the University of Kentucky, Center on Drug and Alcohol Research.

TAP Specialists are trained, experienced human service professionals who provide clients with a non-threatening atmosphere, foster the development of a trusting therapeutic relationship, and increase the likelihood of client follow-through on the recommended course of action. These professionals:

1. Develop a customized plan for the participant to address barriers.
2. Work with the client and case manager to facilitate appropriate referrals and client follow-through with recommended services.
3. Provide consultation and training to DCBS staff in identifying and addressing these types of barriers.

Participation in TAP can be a core activity as a job readiness activity (JRA) for substance abuse treatment, mental health treatment, or rehabilitative services up to 6 weeks in twelve month period. The participant attends TAP directed activities scheduled on a regular basis no less than the 20/30/50 hour per week requirement. See [MS 4220](#), Job Readiness Assistance/Job Search.

If the job readiness weeks have already been used, TAP is considered an allowable activity. If a participant is cooperating with TAP, this could be the only activity the participant is required to do. However, if the participant fails or stops cooperating with TAP, he/she can be sanctioned. If the TAP participant is participating in an additional core or non-core activity, the participant is not sanctioned for non-participation in the TAP activities.

If a participant is referred and cooperating with TAP, the TAP activity is entered on STEP using the appropriate component code. See [MS 4350](#), Introduction to Non Core Activities. By entering the TAP activity on STEP, the participant can receive supportive services needed for the TAP activity and staff can track monthly participation.

MS 4375

VOCATIONAL REHABILITATION

The Kentucky Office of Vocational Rehabilitation (OVR) assists eligible individuals with disabilities to achieve their employment goals. Rehabilitation counselors are located in offices through out the state and provide services to residents of all counties. The directory of staff, office addresses, the guide for consumers, and other information is located at <http://ovr.ky.gov>

The individual must be determined eligible for services by OVR. If eligible, services are provided in the order of priorities set by OVR. Generally persons with more severe disabilities who want to become employed are served first.

A. The OVR may provide the following services to assist the individual in meeting his/her employment goal:

1. Assessment for determining eligibility and vocational rehabilitation needs;
2. Counseling and guidance;
3. Vocational and other training services;
4. Supported employment;
5. Personal assistance services;
6. Interpreter and note taking services;
7. Telecommunications, sensory, and other technology aids and devices;
8. Rehabilitation technology;
9. Job placement and retention services;
10. Employment follow-up and retention services;
11. Employment follow-up and post employment services.

B. The referral for services provided by OVR is code RHB on STEP. This is a direct referral provider type "N" component that will generate form KW-105, Referral Form, to the participant and form KW-105A, Referral Form, to OVR. Services provided by OVR are not core activities with the exception of:

1. Vocational and other training. Code these activities as VOC or JST. Refer to Volume IIIA [MS 4217](#).
2. Supported employment. Enter hours and wages on KAMES.
3. Participation of 20 or 30 hours per week in any of the other activities provided by OVR for 4 weeks. Code this activity to JRA. Refer to Volume IIIA [MS 4220](#) and [MS 4217](#).

When a participant is referred to OVR, coordinate the establishment of the individual's short and long term goals and case management with the rehabilitation counselor.

MS 4380

ADULT EDUCATION

Adult education activities include:

- A. High school education or education designed to prepare a person to qualify for a General Educational Development (GED) certificate. The component code used on STEP to track participation is GED.
- B. Basic or remedial education which provides an individual with a basic literacy level equivalent to at least grade 8.9 in reading and math, in order to fulfill an employment goal. The component code used on STEP is ABE.
- C. Education in English proficiency for an individual who is not sufficiently competent in speaking, reading or writing the English language to allow employability corresponding to the employment goal. The component code used on STEP is ESL.
- D. One hour of unsupervised homework can count for every hour of participation in classes.
- E. For anyone age 20 or older, these activities should be completed in conjunction with a core activity, whenever possible.
- F. Adult education counts toward meeting the additional hours of activity required beyond the 20/30/50 hours of core activities. See Volume IIIA [MS 4005](#).

Example: An individual required to participate 30 hours per week is attending GED preparation classes 5 hours per week, has GED related homework 5 hours per week and is working 20 hours per week. The employment meets the 20-hour core requirement, while the GED classes/homework are be used to complete the remaining 10 hours, yielding 30 total hours of countable participation.

Example: An individual required to participate 30 hours per week is attending a WEP component 15 hours, going to GED classes 5 hours, and studying 5 hours per week. The FLSA calculation determined her weekly WEP participation is limited to 15 hours, with the remaining 5 hours deemed. The 15 WEP hours meet the 20-hour core requirement, while the GED classes/homework are used to complete the remaining 10 hours; yielding 30 hours of countable participation.

MS 4410

STAFF ROLES AND RESPONSIBILITIES

The success of the Kentucky Works Program (KWP) is dependent on plans developed and implemented by each region to utilize available community resources and meet the unique needs of individual participants.

A. Staff designated by the management in each region is responsible for the:

1. Identification of community-based agencies and organizations that can assist participants in the resolution of barriers identified in the assessment process;
2. Development of relationships with community-based agencies and organizations to facilitate ongoing communication regarding services and processes to access services;
3. Marketing of KWP to the service and client community;
4. Development of Work Experience Program and Community Service placements;
5. Monitoring of participation and placement activities of participants;
6. Completion of case reviews to monitor compliance with policies and procedures;
7. Development, implementation, and monitoring of corrective action measures to address deficiencies in the provision of services to participants, low participation rates, and other areas identified by case reviews, Quality Control reviews, Central Office reviews, and audits;
8. Identification of and support to staff responsible for the assessment, referral to services and components, and ongoing case management of K-TAP recipients subject to KWP requirements;
9. Completion and review of requests to add, delete, or change data maintained on the Resource Directory found in the STEP (System Tracking Employability Program) system; and
10. Provision of technical assistance and guidance to line staff responsible for implementation of the program.

B. Staff designated as Case Managers is responsible for the:

1. Delivery of KWP-related services to the participant. This includes but is not limited to:

- a. An appraisal of the individual's employability potential by review of information obtained in the assessment process;
 - b. Completion and updating of the K-TAP Transitional Assistance Agreement (TAA) which consists of specific steps needed to realize short and long-term goals and any accommodation indicated to address identified disabilities;
 - c. Referral of the participant to appropriate providers or agencies for needed services or assistance to enable completion of an activity;
 - d. Authorization of supportive service payments;
 - e. Monitoring participant progress monthly and tracking activities on STEP;
 - f. Entering employment information, including hours, promptly on KAMES;
 - g. Conducting conciliation at the participant's request or when problems with participation are identified;
 - h. Entering and curing sanction actions on STEP and KAMES; and
 - i. Counseling, providing feedback and encouraging participants to complete steps on the TAA.
2. Ongoing eligibility determinations for K-TAP and companion cases per Regional directive.

C. Staff in the Division of Family Support is responsible for the:

1. Negotiation, revision, and monitoring of results of contracts with service providers who receive funding from the Cabinet to provide services to KWP participants;
2. Completion and submittal of state administrative regulations that form a legal basis for the program;
3. Completion and submittal of plans and reports required by the federal government in order to fund the program;
4. Analysis of federal and state laws to determine impact to policies and procedures;
5. Identification and resolution of problematic policies and procedures;
6. Development and drafting of instructional material; and
7. Monitoring and evaluation of statewide data to identify trends and ensure compliance with program requirements.

MS 4500

GENERAL HEALTH ASSESSMENT

The general health assessment screens are reviewed with the individual only after form PA-219, Kentucky Works Assessment Process, is discussed with the individual. Complete the general health screening only if the individual agrees to the screening.

Completion of the screens containing questions relating to health issues is not a requirement of the assessment. The individual can choose to answer some, all, or none of the questions at the initial assessment or at a later date. If appropriate, the worker can access only the worker observations/comments screen to record information and enter any needed referrals.

The general health questions are used to screen for physical disabilities the individual or a family member may have that indicate the need for one or more of the following:

- A. Services or goods to enable the individual to participate in activities.
- B. Modification of activities to accommodate the individual.

For example: An individual with back problems is not expected to participate in a work experience component that involves lifting. An alternate placement that does not involve physical labor is pursued.

- C. Modification of required hours of participation to accommodate the individual.

Example 1: The individual has a recurring appointment for physical therapy twice weekly. The schedule of the work activity is modified to accommodate therapy sessions.

Example 2: The individual is easily fatigued due to a medical condition. She is able to participate in activities a maximum of 3 hours per day, 4 days per week. (12 hours weekly) The individual is permitted this modification of required weekly hours and is not penalized. The 12 hours of weekly activities are confirmed on the K-TAP Transitional Assistance Agreement and the individual is expected to participate the agreed upon number of hours.

- D. Exploration of entitlement to federal disability benefits such as SSI or RSDI. Eligibility for these federal programs is determined by the Social Security Administration.
- E. Referral to the Medical Review Team to determine American Disabilities Act, (ADA) disability if the individual alleges he/she is unable to participate in any activity.

- F. Referral to the Office of Vocational Rehabilitation for individuals with a disability who have an immediate goal of employment. Refer to [MS 4375](#), Department of Vocational Rehabilitation.
- G. Review the exemption status of individuals who state they are needed in the home to care for a disabled family member. Refer to Volume III [MS 2324](#).

MS 4505

MENTAL HEALTH ASSESSMENT

The mental health needs assessment screening questions are reviewed with the individual only after form PA-219, Kentucky Works Assessment Process, is discussed with the individual. Complete the mental health needs screening only if the individual agrees to the screening.

Completion of the screens containing questions relating to mental health is not a requirement of the assessment. The individual can choose to answer some, all, or none of the questions during the assessment process. The mental health needs screening questions determine if further professional assessment is needed.

The questions on mental health are intended to screen the individual for mental health and substance abuse issues which may indicate the need for one or more of the following.

- A. Referral to entities contracted by DCBS in selected regions, such as the Targeted Assessment Program (TAP) and OWL/SEEC, or the community mental health center (Comprehensive Care in most communities) to complete an in-depth screening and assessment. Use the following guidelines to determine if a referral is appropriate:
 - 1. Individuals who answer affirmatively to one or more of the four questions relating to alcohol or drug use or appear impaired in contacts with the case manager, other staff, or providers. Refer to TAP or OWL/SEEC if available in the county. In counties where these contractors are not available, refer to the community mental health center by routing form PA-75, Referral for Substance Abuse Assessment, and form DCBS 1A, Informed Consent and Release of Information and Records Supplement.
 - 2. For other questions on the mental health assessment screening, determine if the issue is current and the applicant feels it is problematic and refer, per Regional procedures, to TAP, OWL/SEEC, the community mental health center, or other resources in the community.
- B. Services or goods to enable the individual to participate in activities. Depending on the availability of community resources, this could include referral for mental health counseling, support groups, or mentoring services.
- C. Modification of activities to accommodate the individual. Individuals who are screened by a mental health professional who recommends

participation in activities or completion of tasks that are not countable in federal participation are allowed to do so without penalty. In some instances, this may be the only activity the individual can reasonably be expected to complete.

- D. Modification of required hours of participation to accommodate the individual. Activities recommended by a mental health professional may not meet the weekly hour requirement. If the individual is unable to participate in any other activities, the difference can be waived.
- E. Exploration of entitlement to federal disability benefits such as SSI or RSDI. Eligibility for these federal programs is determined by the Social Security Administration.
- F. Referral to the Office of Vocational Rehabilitation for individuals who have an immediate goal of employment. Refer to Volume IIIA [MS 4375](#).
- G. For individuals who are screened by a mental health professional who recommends a determination of disability is appropriate, complete and route form PA-601T, Referral for Determination of Incapacity/Disability, with form MRT-15, Authorization to Disclose Information to Cabinet for Families and Children, to the Medical Review Team.

If appropriate, the worker can access only the worker observations/comments screen to record information and enter any needed referrals. Document any behavioral or physical indicators of substance abuse. Examples of such indicators are slurred speech, staggering, smell of alcohol, glassy-eyed, agitated, drowsiness, restlessness or needle marks. Also, document any other information which may be an indicator of substance abuse such as past admission of alcohol and drug abuse problems, fighting or driving while intoxicated, etc.

MS 4510

LEARNING NEEDS ASSESSMENT

The learning needs screening questions are reviewed with the individual only after form PA-219, Kentucky Works Assessment Process, is discussed with the individual. Complete the learning needs screening only if the individual agrees to the screening.

The learning needs screening questions determine if a referral for further professional assessment is appropriate. KAMES is programmed to apply a weight to each question and automatically prompt the worker to offer the option of further assessment to the individual.

It is not a requirement of the individual to consent to a learning needs screening assessment. The individual can choose to answer some, all, or none of the questions at the initial assessment or if updating the assessment later. If appropriate, the worker can access only the worker observations/comments screen to record information and document a need for further assessment referrals.

If the individual consents to the learning needs screening and it is determined that further screening for a learning disability is needed, a referral is made to professionals in the community such as the Targeted Assessment Program (TAP) or OWL/SEEK. If the individual has expressed the goal of employment, refer to the Office of Vocational Rehabilitation.

MS 4515* ADDRESSING BARRIERS TO KWP PARTICIPATION

Barriers are situations or limitations in an individual's ability to become employed, self sufficient, or comply with Kentucky Works Program (KWP) activities. Physical or mental impairments which may be barriers to participation are addressed in specific sections of policy. Refer to Vol IIIA, [MS 4500](#), general health assessment, [MS 4505](#), mental health assessment and [MS 4510](#), learning needs assessment. The steps needed to address barrier resolution can be a part of the individual's K-TAP Transitional Assistance Agreement (TAA).

- A. Information is collected from the individual during the assessment process to identify the following:
1. The need for child care arrangements and back up plans for children who require supervision. If help finding a child care provider is needed, refer the individual to the local [Child Care Resource and Referral](#) agency, School based after-school programs, Boys or Girls Clubs, free care by friends or relatives, or other sources can be explored.
 2. The need for a reliable transportation source to travel to and from a job or other activities. Determine if the individual has access to a vehicle and if he/she is able to drive legally. Other options can include public transit, carpools, identifying components near a bus line or within walking distance, or being transported by family members or friends. Supportive services are available to pay for car repairs. Refer to Volume IIIA [MS 5375](#).
 3. An unstable housing situation. Frequent moves may be an indicator of domestic violence, lack of a personal support system, the need for life skills instruction or linkage to sources of housing assistance available in the community. Options to address this type of situation depend on the reason for multiple moves. Relocation assistance is available to address some issues. Refer to Volume III [MS 3750](#).
 4. Lack of personal care items, clothing, glasses, or the need for dental care. Assistance with these items can be provided by referrals to community resources or, depending on the availability of funding, paid with KWP supportive services funds. Refer to Volume IIIA [MS 5350](#).
 5. How employers, service providers, or the case manager can contact the individual. If there is no phone in the home, identify alternate communication sources.
 6. The presence of possible domestic violence. If the worker suspects an abusive or neglectful situation that endangers children or adults, contact with Protection and Permanency (P&P) is legally required. Reports can be made by calling the Adult and Child Abuse Reporting Hotline at 800-752-6200 or following procedures set up by the Region.

- a. Follow up the telephone contact in writing with an e-mail or on form PAFS-628, Exchange of Information. Indicate a domestic violence situation.
 - b. Enter a brief summary of the situation in comments on STEP.
7. Issues with a child's behavior. Contact with community resources such as the school based Family Resource and Youth Services Centers, Comprehensive Care, or other locally identified resource is encouraged.
- B. A barrier may impact participation; however, the barrier may not necessarily preclude participation. Develop activities that fit the unique situation of the individual. When seeking to address barriers consider the following:
 1. There may be more than one solution.
 2. The best solution may not seem the most logical.
 3. When seeking a solution, be practical.
 4. Avoid confusion; be clear as to the barrier and possible solutions.
 5. The first solution may not always resolve the barrier.
 6. Do not hesitate to seek a solution even if the barrier involves the need for services outside DCBS.
 7. Be creative but realistic when seeking a solution.
- C. If the need for a referral for a service is identified, provide the individual with specific instructions on how to access the service. Instructions include a contact name, telephone number, and address. Whenever possible, call the service provider while the individual is in the DCBS office in order to confirm the referral with the provider and participant.
- D. Document all referrals. If referred via e-mail, include a copy of the e-mail in the case record and document STEP comments. If the referral is made by telephone contact, document the referral in STEP comments.
- E. Update the TAA, if appropriate when the individual identifies a new situation. New situations can be identified at any time.

MS 4520 K-TAP TRANSITIONAL ASSISTANCE AGREEMENT

After information is analyzed from the assessment to understand the work eligible individual's strengths, needs, interests and barriers, setting goals and completing the K-TAP Transitional Assistance Agreement (TAA) is the next step.

The case manager discusses with the individual the outcome he/she wants to achieve. The individual and case manager jointly develop a plan that includes the activities and services needed to progress to the goal on the TAA. Suggest reachable goals as beginning steps to higher goals.

A. Numerous elements are considered when setting the employment goal:

1. The individual's skills;
2. Prior work history;
3. Education or training needs;
4. The individual's preferences;
5. Area labor market;
6. The individual's personal situation; and
7. Accommodation needed to address identified mental, physical, or learning disabilities.

Example: An individual expresses a strong desire for an occupation in nursing; however, through the assessment process, the case manager finds that the individual has not graduated high school. It is further determined that while the individual was in high school he/she was placed in an alternative school setting for bad grades.

The case manager lists the employment goal as nursing and refers the individual for further learning needs assessment and an appropriate GED program as the first steps toward the goal of nursing.

Example: An individual who has carpal tunnel syndrome wants to return to work. Her past employment included transcribing medical records. She is no longer able to use a regular keyboard to input data but is still interested in a medical related field. The case manager lists medical related field as the employment goal and refers the individual to the Office of Vocational Rehabilitation for further assessment, career counseling and services.

- B. The TAA is used to record the employment goal and the plan to reach it. The TAA is completed on KAMES and printed for the individual and worker to sign.
- C. Included in the plan of action on the TAA are:
 - 1. Accommodations necessary to reach the employment goal;
 - 2. The activities to be completed by the individual;
 - 3. The services to be performed by the case manager;
 - 4. Supportive services that can be provided;
 - 5. Referrals to other agencies; and
 - 6. The signatures of the individual and case manager when both agree to the plan.
- D. Follow-up on implementation of the plan is required. The individual and the case manager are jointly accountable for completing the plan of action. Through regular contact, the individual and the case manager monitor progress in achieving the objectives. The TAA must be updated to reflect changes in the individual's situation or participation.
- E. Changes to the TAA are made by accessing the members "MM", KWP screen on KAMES through the case change menu.
- F. When the TAA is changed, the revised version is printed and provided to the participant to sign indicating his/her agreement with the plan. A copy of the signed agreement is maintained in the case record.

MS 4600

OPTIONS FOR KWP ACTIVITIES

Referrals are made for components and services that best suit the individual's needs and preferences based on the assessment. As resources vary by Region and each individual's plan is unique to his/her circumstances, activities are developed utilizing the resources available to the Region.

Referrals to component activities are entered on STEP using component identification numbers from the Resource Directory. Form KW-105, KWP Referral Form, is system generated by STEP and sent to both the participant and the provider when a referral is made to an agency outside the confluence of the Department for Community Based Services (DCBS) except for those with a component ID including a D, NA, NS, or NV.

Individuals can participate concurrently in more than one activity to meet participation requirements.

Suggested activities based upon the participants' situation are listed below. This is not an all-inconclusive list:

- A. Individuals who are employed may be referred to:
 - 1. Additional activities to meet weekly hours of participation, if needed; or
 - 2. Educational activities, if there is an interest.
- B. Individuals who have a work history and marketable skills may be referred to:
 - 1. JRA and Job search. See Volume IIIA, [MS 4220](#); or
 - 2. Subsidized employment, if offered in the Region. See Volume IIIA, [MS 4260](#); or
 - 3. A Work Experience Program (WEP) or Community Service activity to brush up on work skills, gain exposure to different types of jobs, and network for a paying job. See Volume IIIA, [MS 4270](#).
- C. Individuals who have a minimal work history and job skills may be referred to:
 - 1. JRA and Job Search. See Volume IIIA, [MS 4220](#); or
 - 2. A placement in a WEP position to gain workplace skills. See Volume IIIA, [MS 4270](#); or
 - 3. A placement in a Community Service Program (COM) activity to introduce the individual to a work setting and gain workplace skills. See Volume IIIA, [MS 4230](#); or

4. The Child Care Service Agent serving the county to explore certification or registration requirements needed to become a provider if the individual is interested in becoming a child care provider. Refer to the Child Care Assistance website:

<http://chfsnet.ky.gov/NR/rdonlyres/C5CACA0B-D41C-4127-AD7E-5E82D6113F2E/0/childCareServiceAgentsPRINT.pdf>

- D. Individuals who do not have a basic education may be referred to
 1. English as Second Language (ESL) classes if appropriate; or
 2. Adult basic education or literacy classes available in the county; or
 3. GED classes; or
 4. Work and Learn programs combined with GED classes.
- E. Individuals interested in employment focused post secondary education may be referred to:
 1. Area vocational and technical schools; or
 2. Two or four year colleges; or
 3. Ready to Work programs.
- F. Individuals with an identified and verified health or mental disability who want to be employed can be referred to the local Office of Vocational Rehabilitation. See Volume IIIA, [MS 4375](#);
- G. Individuals screened as needing a comprehensive assessment for learning needs are referred to:
 1. The Targeted Assessment Program (TAP), if available; or
 2. Vocational Rehabilitation, if the individual wants to be employed; or
 3. OWL/SEEC, if available.
- H. Individuals who state a physical or mental reason prevents employment are referred to:
 1. The Social Security Administration (SSA) for a disability determination if the condition is severe and expected to continue for 12 months. Form PAFS-5.1 is to be used to refer individuals to the SSA; or
 2. The Medical Review Team for an incapacity determination. See Volume IIIA, [MS 4720](#).
- I. Individuals who have mental health or substance abuse issues are referred to:

1. TAP, if available, for further screening and assessment. See Volume IIIA, [MS 4373](#); or
 2. The local community mental health center for further screening, assessment, and treatment. See Volume IIIA, [MS 4370](#).
- J. Individuals in a domestic violence situation are referred to:
1. TAP, if available, for counseling; or
 2. Protection and Permanency (P&P) for services.
- K. Referrals for component services are documented in STEP comments and listed on the Transitional Assistance Agreement (TAA).

MS 4620

DES ROLE IN PLACEMENT

The process for finalizing the Transitional Assistance Agreement (TAA) may vary based on the participant situation and referral for component placement.

[The Department for Employment Services (DES) is utilized as a component referral by using WRG. DO NOT enter DES as a service referral using the STEP "Referrals Screen".]

Use the following to determine which most nearly matches the participant's situation and is appropriate for the final TAA.

- A. When the case manager makes a specific recommendation (and the participant agrees) regarding referral to a component administered by DES, the TAA is printed and signed prior to the referral. When DES receives the referral from the case manager, DES places the participant in the component determined most suitable for the individual. This might include a referral for a job interview/job placement.
- B. If DES has an alternate placement to the case manager's recommendation, DES enters the placement on STEP, within 5 calendar days. Determine if a new TAA is required. If an addition to the TAA is required, have the participant sign the TAA with the addition of the placement as a goal. The case manager is to assume the participant is in agreement with the DES placement.
- C. If the case manager and participant are unsure which component will best satisfy the participant's needs to reach his/her stated employment goal and wishes to solicit an assessment from DES, the case manager refers the individual to DES using the JRA or WEP code on STEP. [DES refers the individual to the appropriate activity or may refer the individual back to DCBS. A hardcopy referral to DES is used by DCBS only when terminals are not available in the DES local office to receive this information.]
- D. DES sends the information obtained during the DES referral process, via STEP, needed to finalize the TAA. [If the individual is referred back to DCBS, the case manager sends form KW-100, Appointment Letter, informing the participant that a follow-up interview is necessary.] When the participant appears for the interview, the changes to the TAA are discussed. The TAA is printed and then signed. The participant is then referred to the appropriate agency by accessing the STEP screens necessary for referral. [DES could place in WEP, WSP or JRA. DCBS could place in WEP or refer for STT, substance abuse, etc.]
- E. DES notifies the case manager by spot check via STEP of any changes or refinement of the TAA.

- F. The DES ESS also reviews the comments screen on STEP to determine if he/she can add any information not previously entered.

MS 4630

COMPONENT PLACEMENT

For components administered by DES, no referral form KW-105 or KW-105A is created. [DES will schedule an interview with the participant upon receipt of the Family Support component referral, which is passed automatically.] DES will make the appropriate response on the DES screen on STEP generating a spot check to the case manager.

- A. [When a referral to DES is made for any component, DES can show the individual placed in that component or DES can reject the referral and show the individual placed in JRA, WEP or Wage Subsidy which uploads on the DES Component Activity screen.
1. If placement or reject information is entered on the DES Component Activity screen, the information is uploaded to the Family Support Component Activity screen. Family Support still receives the spot check, "Review DES screens".
 2. If DES believes that the referral is not feasible, DES and Family Support discuss the alternate component via STEP Comments or verbally.] DES rejects the component and enters the agreed upon component as a placement.
 3. WRG, TST and JST component referrals are always rejected, never shown with placement start and end dates. These ID's remain "referral" component ID's only. [DES advises Family Support which provider the participant will use in the case of JST's.] TST should rarely be used as individuals are work registered with DES via the WRG referral.

Restriction: [If a CO#D999 referral is pending or active (start date exists without an actual completion date on the Family Support Component Activity screen), a second CO#D999 referral cannot be made by Family Support.] DES can activate 2 D999 components at the same time.

- B. A spot check is posted if 30 days from "projected date" has expired with no entry in "actual date". The case manager is reminded to enter the actual date if it has occurred or to alter the projected date entry.

A spot check is also generated if the actual completion date has expired by 30 days and no subsequent component referral has been input for the participant.

A spot check is posted if 15 days elapse from "Component Referral Date" with no entry in either "Placement Date" or "Reject Date." "Placement Date" refers to the date on which a provider actually accepts the participant into a component. It is not always the same date as the start date.

System-generated forms PA-33 will NOT begin automatically until after the start date has elapsed. If the placement date precedes the enrollment start date by more than 1 calendar month and transportation expenses are anticipated, enter "Y" in the Issue PA-33 field on the General Information

screen until the component actually begins. This allows the participant to report transportation expenses incurred during component preparation.

Enrollment start and end dates are the actual dates classes/activities begin and the anticipated completion date. For example, a college component is entered as the entire course period, not by semester.

- C. Individuals who are in any activity are shown in that activity on STEP even though the activity may not be the countable or primary activity. For example, an individual working in excess of 20 hours per week is also attending an adult education class. The adult education activity is shown on STEP.

MS 4650 [MONITORING AND TRACKING PARTICIPATION]

The monitoring and tracking of participation is extremely important. Tracking is completed for each month of an individual's participation whether or not the individual meets participation requirements. If the individual meets participation requirements, that individual is not considered toward the participation rate for any month tracking was not completed. If the participation rate is not achieved, we are at risk of losing Federal funds. Therefore, it is ESSENTIAL staff complete tracking MONTHLY for each individual active in a component.

- A. Complete the tracking process MONTHLY. Enter monthly tracking on the STEP Monthly Tracking screen within 7 work days of receipt of form PA-33, Verification of Transportation and Participation in Education or Training Activity. Worker entry on this screen is REQUIRED for each month of participation in all activities except:
 - 1. Unsubsidized employment; and
 - 2. Secondary school or attendance for a teen parent.
 - a. The teen parent in school attendance is tracked with the quarterly issuance of the School Report.
 - b. This report goes to the school for return to the local Family Support worker.
 - c. The worker receives a copy of the School Attendance Report for tracking purposes to ensure the school report is returned.
 - d. The child is considered attending school unless notified otherwise. School attendance is tracked automatically by STEP in the months between the quarterly report.
- B. Attendance must be monitored, verified, and tracked. Refer to [MS 4655](#) for specific information on acceptable verification.
 - 1. Form PA-33, Verification of Education/Training and Transportation, is used to gather information to monitor attendance. The form is system-generated monthly. The case manager should utilize the "HR STEP Action Register Summary" provided monthly on RDS and the STEP report "System-generated PA-33/KW-133" located on STEP, by accessing item L, Case Management Reports.
 - 2. In order to correctly count hours that meet participation criteria for individuals attending vocational training:

- a. Complete the weekly scheduled hours field on STEP using CLASSROOM hours, not credit hours. For example, physical education classes are often one credit hour, but classes meet 3 hours per week. The weekly scheduled hours considered for the class is 3. Review class schedules for correct number of hours.
 - b. Include actual hours in the weekly scheduled hours field for the following activities:
 - (1) Clinicals for medical courses;
 - (2) Cooperative (co-op) program hours;
 - (3) Internships, including student teaching;
 - (4) Labs;
 - (5) Tutoring;
 - (6) Study time in a supervised setting; and
 - (7) One hour of unsupervised study time per hour of class time.
 - c. Work study programs are considered as hours of employment. Work study hours are entered on KAMES wage screens as the actual number of hours worked and \$1 entered to indicate income.
 - d. For "C" cases, up to 10 hours of JSE can be entered on STEP to capture the countable hours of continuing education after the countable cumulative 12 months if the 20 core hour requirement is met. For "W" cases, up to 5 hours can be entered if the 30/50 core requirement is met.
 - e. Employment in addition to vocational training/school attendance is countable. In order to be captured, KAMES screens must be updated accurately with the average weekly hours of unsubsidized employment.
 - f. Obtain enrollment and class schedule verification at the beginning of each school term and use to enter the component placement information
- 3. If the education/training provider does not verify attendance when required, contact the provider to obtain the additional written verification needed to complete the tracking process. If the provider fails to provide the daily attendance verification either by form PA-33A or its own form, the participant get the verification from the provider. Begin conciliation if the participant fails to do so.
 - 4. If form PA-33 is returned with the education/training provider indicating the participant is not in attendance, begin conciliation.

- C. If a participant misses any scheduled time from the KWP activity, and the missed time does not meet excused absence criteria in [MS 4660](#), the time must be made up sometime during the month if needed to meet the required number of hours. A monthly average of the required hours per week is used to determine the participation rate.

Example: An individual is required to participate 20 hours per week. The individual participates 4 hours per day 5 days a week. The individual misses 2 days in one week and must add the 8 hours over the remainder of the month to average the 20 hours per week.

Explain to the participant the necessity of making up the missed hours that are not excused or holiday hours within the month. This is necessary to ensure the participation rate is achieved. Once the calendar month has ended, it is too late to make up any missed days/hours.

- D. If an individual participates in a combination of activities to achieve the required hours of participation, all the activities must be tracked to be considered in the participation rate.
1. If the participant is scheduled and attends one activity for xx hours a week and another for xx hours a week in order to meet the required hours of participation, enter tracking for both on the Monthly Tracking screen and answer "Y" to the question "Req Met?".
 2. If the participant meets the participation requirement with only one activity and then changes to another activity which meets participation for the month, track both components on the Monthly Tracking screen. For one component, enter "Y" to the question "Req Met?", and enter "N" for the other component. In this situation, entering a "Y" to both would result in a reporting error for the Federal participation rate with no participation counting.
- E. It is extremely important that the correct information is entered and reflected on STEP for each month of an individual's participation. This information is utilized when calculating and reporting the participation rates and used to generate the STEP 88 and 89 Reports.
- F. The time frame allowed to enter tracking and be considered in the Federal participation rate varies by month. To ensure the timeframes are met, workers should make every effort to enter tracking the month following attendance. Review the HRJASOTH, HR STEP NO and Tracking List, every month for cases which have not been tracked.]

Use the following chart to determine when tracking must be completed on STEP:

CHART FOR ENTRY OF TRACKING ON STEP

Report Month	Months Tracking Can Be Done	Month STEP 88 and 89 Is Produced
January	February & March	April
February	March & April	May
March	April	May
April	May & June	July
May	June & July	August
June	July	August
July	August & September	October
August	September & October	November
September	October	November
October	November & December	January
November	December & January	February
December	January	February

IMPORTANT: At the end of the calendar quarter, tracking MUST be entered by the END OF THE MONTH FOLLOWING THE REPORT MONTH.

Individuals active in a component, even a portion of the month, should be tracked. Prior to discontinuing a case, ensure any prior month's tracking is completed.

MS 4652*

PA-33 PROCESS

Form PA-33, Verification of Kentucky Works Participation, is used to verify participation in a Kentucky Works activity and to request transportation payments. Information from form PA-33 is entered on STEP to complete the monitoring and tracking process.

- A. Form PA-33 is issued from STEP at the end of the month prior to the report month. Example: Form PA-33 is issued at the end of May for the report month of June.
- B. The participant takes form PA-33 to the activity provider the first day of participation in the report month.
- C. The provider enters the verification data on the form throughout the report month.
- D. On the last day of participation for the report month, the participant gets form PA-33 from the provider.
- E. The participant completes page two of form PA-33 to request transportation for the month following the next report month.

Example: On form PA-33 for the report month of June, the participant requests transportation for the month of August.

- F. The participant returns form PA-33 to the worker by the 5th day of the month after the report month. Example: The participant must return form PA-33 for the report month of June by July 5th.
- G. Upon receipt of form PA-33, review for completeness.
 - 1. If complete, enter the participation data on the STEP Monthly Tracking screen and issue the transportation, if requested.
 - 2. If incomplete, update STEP screen HRJAS3R6, System Generated PA-33/KW133/WIN1, with an "I". This will issue form KW-204, Conciliation Notice.
- H. If form PA-33 is not returned by the 5th day of the month, update STEP screen HRJAS3R6 System generated PA-33/KW133/WIN1, before the 7th day of the month, with an "N". This will issue form KW-204.
- I. When a participant is placed in an activity:
 - 1. Explain the PA-33 process to the participant. Give the participant form PA-33E, Overview of the PA-33 Process.

2. If transportation is requested, give the participant form PA-33 to complete page 2.
3. Enter "Y" to "Issue 33" on the STEP General Information Screen to automatically issue form PA-33 for the next report month.
4. If the participant is starting the activity before form PA-33 is issued by STEP, provide the participant with form PA-33 to take to the provider. Instruct the participant to return the form by the 5th of the next month.

MS 4655

VERIFICATION OF PARTICIPATION

Hours of participation must be verified daily and reported monthly on forms PA-33, Verification of Transportation and Participation in Education or Training Activity, and PA-33A, Kentucky Works Daily Activity Log. If a provider has a daily tracking form that captures all the required information, it can be used in place of form PA-33A. Workers must request and receive the documentation to ensure participants are meeting mandatory KWP requirements.

A. Employed individuals, including self-employed, must verify weekly hours worked a minimum of every 6 months. However, if the individual experiences a permanent change in hours such as a decrease or an increase, the individual must report the change and verify the new hours.

1. Pay stubs, time and attendance records, employer reports, PAFS-700, Verification of Income, completed by the employer, or written statement from the employer may be used to verify a participant's hours.
2. Self-employment is verified by copies of customer receipts or invoices initialed and dated by the individual who received the goods or services. A client can keep a log of the date and time jobs were performed and have the individual customers initial and date the log when their job is completed.

Hours of participation for self-employment can no longer be verified solely by self-prepared records, except for a self-prepared tax return. Signed and dated by-the-customer receipts and invoices are acceptable verification of income and cost of doing business.

B. All non-employment activities must be supervised and attendance recorded daily with the completed form PA-33. The daily attendance can be recorded on a log created by the activity provider or the provider can use form PA-33A.

1. Service provider attendance records, sign-in sheets, time sheets or form PA-33A may be used to verify hours of participation for the following activities:
 - a. WEP;
 - b. COM;
 - c. Job search and job readiness assistance (JRA);
 - d. Short-term training (JST);
 - e. Providing child care assistance to a KWP participant in a COM (COM);
 - f. Job skills training directly related to employment (JST);
 - g. Vocational training (VOC, CCO, COL);
 - h. Substance abuse treatment/counseling (Code as SUB when allowable and JRA when CORE/countable);
 - i. Domestic violence counseling (DOM);

- j. Mental health counseling (OTH unless can be coded as JRA); or
 - k. Life skills stand alone programs (OTH).
2. School records or written statements from teachers may verify participation in a secondary school activity.
 3. For vocational educational training, each student verifying actual classroom hours can maintain a monthly calendar sheet for each class and have the instructor or Ready-to- Work (RTW) Coordinator initial and verify the hours of attendance.
 4. Kentucky Community and Technical College System (KCTCS) purchased software that meets the federal reporting requirements to aid in the monitoring online classroom activity.

The Ready-to-Work coordinator prints the report verifying monthly hours of participation in online courses, and attaches it to the PA-33 along with daily attendance records for all other participation. The case manager determines the average weekly hours by dividing the monthly hours by four and a third.

If the student claims more hours than reported by the RTW or Work and Learn coordinator, the discrepancy must be discussed by the student and the coordinator. Use the hours reported by the coordinator.

5. Study hours that are monitored and verified can be considered countable hours for participation.
6. One hour of unsupervised study time for each hour of classroom time is counted toward the required hours of participation. No verification of the unsupervised study time is required.

For online classes, count one hour for every hour reported by the RTW or Work and Learn coordinator.

7. The daily attendance records or form PA-33A, must include any hours of excused absences or holidays.

MS 4660

EXCUSED ABSENCES/APPROVED HOLIDAYS

Excused absences and approved holidays count as hours of participation if the participant was scheduled to participate on the day of the excused absence or approved holiday. An individual is not required to make up the hours of an excused absence or an approved holiday.

- A. There are 10 approved holidays. The approved holidays are New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, and Christmas Day.

Plan an individual's hours of participation to compensate for hours lost due to a holiday that is not included on the list. The KWP participant must make up hours missed on holidays that are NOT approved.

- B. Excused absences are limited to 80 hours in a 12-month period, not to exceed 16 hours in any one month. It is the responsibility of the KWP contractor or the case manager to advise the service provider of the reasons for excused absences and approved holidays. Inform the service provider of the requirement to obtain verification for the excused absence. Allow an excused absence when hours are missed for the following reasons:
1. The illness of the participant or a family member;
 2. A job interview;
 3. A doctor appointment for self or child;
 4. Court appearances;
 5. A school meeting or functions for child;
 6. The death of a family member;
 7. A life changing event (such as marriage, divorce, funeral, etc.); or
 8. A family emergency.
- C. In order to excuse an absence, the participant must contact and provide verification to the service provider or the case manager, if the placement is supervised by DCBS. If verification of an excused absence is not provided, the absence is not excused and the hours must be made up prior to the end of the month.

Acceptable verification includes but is not limited to:

1. A statement from a health care professional;
2. A subpoena or court summons;
3. A marriage certificate;
4. A parent/teacher conference notice;
5. A newspaper obituary or funeral notice; or
6. Other reasonable documentation.

An individual is not required to make up a verified excused absence. The excused hours are counted as participation when determining if the participant meets the monthly participation requirements.

- D. Work eligible individuals report monthly hours. Weekly hours are required on STEP. Use the following chart to convert the verified hours missed to a weekly average. Use this conversion chart for excused absences and/or approved holiday hours. Enter the weekly average on the STEP Monthly Tracking Screen.

1. Holiday time off is entered in the HOL field.
2. Excused absence time is entered in the EX ABS field.

Monthly Hours	Entry on STEP
1-4	1
5-8	2
9-12	3
13-16	4

Note: A participant may have a combination of holiday and excused absences in the same month. The hours for each type of absence are entered separately using the chart.

3. To determine the weekly average hours an individual actually participated in an activity:
 - a. Add all the hours attended as indicated on form PA-33/33A or other verification;
 - b. Divide by 4.3, and round up or down to the nearest whole number; and
 - c. Enter the result in the SCHL HOURS field on the STEP Monthly Tracking screen.
 - d. Scheduled hours missed due to an excused absence or holiday are

NOT shown in the SCHL HOURS field on the STEP Monthly Tracking screen.

- E. For participation to be countable in the calculation of the federal rates, the REQUIREMENT MET field must be answered "Y" and the total hours entered in SCHD HOURS, HOL, EX ABS, and DEEMED CORE fields must equal the required number of weekly hours. More than one component screen may be tracked to reach this requirement.

Do not report more hours than the calculated required/allowed number of weekly hours for an individual with an entry in the DEEMED CORE field. Adjust the SCHD HOURS field, if necessary. This is necessary due to requirements of the Fair Labor Standards Act.

MS 4700

CONCILIATION PROCESS

Conciliation is an informal process to identify and address problems that prevent a work eligible individual from participating in KWP activities.

A. Conciliation is initiated by sending the participant form KW-204, Conciliation Notice, in the following instances:

1. The KWP participant requests a meeting;
2. A provider identifies a situation which could result in a sanction (e.g., poor attendance, failure to keep a scheduled appointment);
3. A participant refuses to accept employment, terminates employment or reduces hours of employment;
4. A participant fails to return a completed form PA-33, Verification of Kentucky Works Participation; or
5. A worker identifies a potential problem through other means.

NOTE: Minor difficulties may be resolved through phone contact. If the participant responds by phone and the problem is resolved or provides the needed documents no further action is needed. Document STEP comments.

B. Form KW-204 can be manually completed by the worker or system generated by entries on STEP.

1. When an appointment is needed to resolve the issue, an appointment date and time is entered on the STEP Monthly Tracking Screen (HRJAS3G1). The worker must manually enter the date and time on his/her hardcopy calendar or on KAMES as this information is not uploaded by the STEP entries. Forms KW-204 issued in this manner will be generated on a daily basis.
2. Form KW-204 is system-generated to the participant when code "N" or "I" is entered on the STEP System Generated PA-33 Screen (HRJAS3R6) indicating the participant has not returned form PA-33 or the returned form is not complete. Entry on the screen must be completed by the 7th of the month in order to system generate form KW-204.

C. At the discretion of the Family Support worker or the request of the participant, a third party may attend a conciliation meeting.

D. Review criteria in Volume III [MS 2324](#) to determine if an exemption from KWP participation is appropriate for the individual. If exempt and the individual states he/she does not want to participate in KWP activities,

document STEP comments and enter the appropriate exemption code on KAMES.

- E. Discuss with the individual any barriers which may be preventing his/her participation in KWP. Be alert to the signs and symptoms of domestic violence, substance abuse, and physical, mental or learning disabilities. Participants with these kinds of barriers are referred to available professional resources for diagnostic assessment.

1. Review the individual's Kentucky Work's Assessment to determine if the individual previously consented to being screened for physical or mental health issues or learning needs. Ensure that any accommodation or policy modification identified in a prior screening was implemented.
2. If the screening has not been performed in the past and the individual gives consent, perform the screening(s) by updating the assessment on KAMES and make any appropriate referrals.
3. For individuals with a documented physical or mental disability, or a learning need, identify with the participant any supportive services, activities, or any modification to weekly hours the individual needs to meet the employment goal identified on the K-TAP Transitional Assistance Agreement. Activities and required weekly hours must accommodate the special needs of the participant.

Example 1: A participant with a learning disability has difficulty completing an education program within the required time limit. As a reasonable modification to policy requirements, the participant is granted an extension to the time limit.

Example 2: A participant with cancer is receiving radiation therapy five days per week. She wants to participate in KWP activities. However, between regular appointments for treatment and the side effect of fatigue, she is only able to participate in work activities 10 hours weekly instead of the 30 hours usually required. The participant is permitted to participate 10 hours per week and is not sanctioned.

- F. Determine if a good cause reason prevented participation in the KWP activity. Refer to [MS 4720](#). If good cause is established, a sanction is not appropriate.
- G. Review the participant's K-TAP Transitional Assistance Agreement (TAA) and revise it, if needed, to address activity changes and any additional supportive services identified as a result of the conciliation process.
- H. Participation is monitored for 15 days beginning with the date the initial form KW-204 is issued. If an extension to the 15-day conciliation period is needed, allow an additional 15 days to determine if participation conforms

to the activities the participant agreed to on the TAA. Utilize form KW-204 to schedule any additional conciliation meetings.

- I. Conciliation may be terminated at any point within the first 15 days, if it is apparent it would be futile to continue or the individual fails to appear for the conciliation appointment. Document the case record (STEP) with the results of any contacts, contact attempts, and/or conciliation conferences.

Example 1: Form KW-204 is dated and mailed on September 1, scheduling an initial conciliation meeting on September 7. Conciliation begins September 1. The nonparticipating individual keeps the appointment. The individual is adamant he/she is not going to participate in KWP. Conciliation is terminated and a sanction entered on STEP. Refer to [MS 4750](#).

Example 2: A participant has a chronic problem with attendance. Conciliation for poor attendance has occurred twice before. The need for conciliation due to poor attendance is again identified. Using worker discretion, a sanction may be imposed following the conciliation interview, if the worker believes the participant's reasons for poor attendance are not valid and the situation will not change.

Example 3: The participant fails to keep the conciliation appointment or otherwise contact the worker.

- J. If the problem is not resolved through the conciliation process, proceed with the KWP sanction by entering the appropriate information in the Sanction Imposed field on the Sanction screen on STEP. See [MS 4750](#) regarding the sanction process.

- K. Document STEP comments to include:

1. A narrative description of the problem;
2. Date form KW-204 is issued;
3. Date of the conciliation appointment;
4. Result of conciliation and action taken.]

MS 4720

DETERMINING GOOD CAUSE

Policy Clarification

See Errata To: OM Upd. No. 07-13, MS 99762, 5/1/07

See OM Upd. No. 07-13, MS 99762, 5/1/07

See OM Upd. No. 06-24, MS 99743, 10/1/06

If an individual not meeting the criteria for exemption from the Kentucky Works Program (KWP) fails to comply with the work requirements, it should be determined during the conciliation process if the individual has good cause for not participating. If good cause is met, the individual is not penalized. The following reasons are considered acceptable for noncompliance in the KWP or refusal to accept or continue employment.

A. The individual is unable to engage in employment or training activities due to a physical or mental disability, including participation in a drug or alcohol rehabilitation program. [Determine the individual's inability to participate by following the guidelines for an incapacity field determination per [Volume III, MS 2381](#).] If a field determination cannot be made, the Medical Review Team (MRT) must make a determination of the individual's ability or inability to participate in the work program.

1. If a field determination cannot be made, complete form PA-601T, Referral for Determination of Incapacity or Disability, to refer the individual to MRT to determine if the individual is able/unable to participate. [Use form PA-601T for requesting good cause determinations for MRT. Follow the procedures found in [Volume III, MS 2379](#).

2. If, within 3 months, the recipient will lose financial or technical eligibility, except for the 60-month time limit, DO NOT submit form PA-601T to MRT.

[3. If you have sent a referral to MRT to determine good cause and you later discontinue the case before the MRT decision is received, notify MRT via form PAFS-628, Exchange of Information, that the case is discontinued and a decision is no longer necessary.

4. The MRT may respond in one of three ways to a request for good cause for nonparticipation in Kentucky Works:

- Incapacitated – unable to participate in any activity.
- Conditionally incapacitated – has the potential to participate in a recommended activity. The MRT will provide recommendations on one or more activities in which the recipient can participate based on their assessment of the individual's situation. The activities can include going to physical therapy, obtaining a GED, attending a drug treatment program, etc.
- Not incapacitated.

- a. When MRT issues a determination of conditionally incapacitated, form PA-6, Incapacity Determination, is annotated with the recommended activity.
- b. Upon receipt of form PA-6 with a determination of conditionally incapacitated, schedule an appointment for the individual to discuss the MRT recommendation. Complete a new Transitional Assistance Agreement (TAA) that includes the recommended activity.

- (1) If the individual refuses to agree to the recommended activity and signs the TAA, try to conciliate at that time. It is not necessary to schedule a separate appointment for conciliation. If conciliation fails to gain the cooperation of the individual, apply the penalty. If the individual remains sanctioned at the redetermination date specified on form PA-6, no action is necessary.

- (2) If the individual agrees to the recommended activity and signs the TAA, complete the appropriate referral for the activity. Track the individual's participation in the activity. At redetermination, explain on the updated form PA-601T the activities the individual has participated in and include any information received from Vocational Rehabilitation counselors, GED instructors, therapists, etc.

If the individual fails to follow through with the activity, begin conciliation and apply the penalty as appropriate if conciliation fails.]

5. If MRT determines the individual is not incapacitated, the case manager should take action to place the participant in an activity. If the participant refuses, then conciliation follows and, if appropriate, a notice of adverse action is sent before an appeal of the MRT decision is accepted.

[6. The situation is redetermined at the time specified by MRT or when the individual claims his/her condition has worsened and he/she has new medical evidence to present to the MRT.

- (a) After an MRT denial, if the individual presents a new doctor's statement that indicates his/her condition has worsened, resubmit to MRT with the new information. If the doctor's statement does not indicate his/her condition has worsened, and the case is still in the time period to request a fair hearing, instruct the individual to request a hearing.

- (b) If the time period has expired and the action completed, the individual needs to reapply and make a new request for good cause determination. The penalty would not be lifted or the case reapproved until the MRT decision to grant good cause is received.]

- B. The individual is a single custodial parent caring for a child under age 6 and the individual proves that he/she is unable to obtain child care for one or more of the following reasons:

1. Appropriate child care is not available within a reasonable distance from the individual's home or work site;

2. Child care by a relative is unavailable or unsuitable; or
 3. Appropriate and affordable child care arrangement is not available.
- C. Care is unavailable for an incapacitated parent, spouse or child living in the same household. This must be documented by medical evidence or be reliable information from other sources.
- D. Child care is terminated through no fault of the individual.
- E. Child care does not meet the needs of the child (e.g., a child with a disability).
- F. The individual is unable to participate due to the illness of another household member requiring the presence of the participant as documented by medical evidence or by reliable information from other sources.
- [G.]The individual is temporarily incarcerated or institutionalized for 30 days or less.

[H.]The following criteria apply to not accepting or keeping employment:

1. The agency determines there is discrimination by an employer and a formal complaint has been filed based on:
 - a. Age;
 - b. Race;
 - c. Sex;
 - d. Color;
 - e. Disability;
 - f. Religious beliefs;
 - g. National origin; or
 - h. Political beliefs.

For verification, request a copy of the complaint.

2. Work demands or conditions render continued employment unreasonable; such as:
 - a. Consistently not being paid on schedule; or
 - b. The presence of a risk to the individual's health or safety.

For verification, except the individual's statement.

3. Wage rates are decreased subsequent to acceptance of the employment.
For verification, accept the individual's statement.

4. The participant accepts a better job, which because of circumstances beyond the control of the recipient, does not materialize. For verification, accept the individual's statement.

- I. The work activity site is so far removed from the home that commuting time would exceed 3 hours per day.

The duration of the good cause criteria may vary according to the individual circumstances. Spot check the case for review of the good cause as appropriate for the individual's situation. The case manager must use good judgment when reviewing good cause reasons to determine if the problem identified is resolved and if participation can be continued.

MS 4750

APPLYING THE KWP SANCTION

When good cause for failure to participate in KWP activities does not exist and conciliation efforts are unsuccessful, the work eligible individual is sanctioned on STEP and penalties are applied.

A. The individual is sanctioned if he/she:

1. Fails, without good cause, to participate in activities listed on the Transitional Assistance Agreement;
2. Refuses to accept employment without good cause;
3. Terminates or reduces hours of employment without good cause;
4. Fails to return form PA-33 or other documentation to verify attendance; or
5. Is a teen parent age 18-19 who fails to comply with the education or a KWP requirement.

If the individual is a non-responsible specified relative, he/she has the option of accepting the KWP sanction or being removed from the case.

The KWP sanction may be interrupted if a fair hearing is requested in a timely manner. Refer to Vol. I, [MS 0578](#). If the client requests continued benefits, pending the hearing decision, cure the sanction on STEP until the final hearing decision is received.

B. The KWP sanction penalties are:

1. Pro rata reduction of the K-TAP benefits;
2. Disqualification of the individual in the food benefits case if appropriate; and
3. Loss of the sanctioned individual's Medical Assistance except for:
 - a. Pregnant individuals through the postpartum period; and
 - b. Teen parents up to age 19.

The effective date of the KWP penalties should be the same in all benefits cases.

C. When conciliation is not successful, enter the sanction on STEP and update KAMES with the disqualification for MA and Food Benefits. Annotate comments on both STEP and KAMES.

1. The STEP screens accessed to impose a KWP sanction are Component Placement, Sanction, and Comments.

- a. Prior to entering a KWP sanction, close any open components on STEP. On the STEP Component Activity Screen, under the "Completion Information" section, enter the actual date and the result code, "02", "Unsuccessful";
- b. On the STEP Sanction screen, complete information in the Sanction Imposed section. The "action date" field is the date the sanction is entered; and
- c. The "effective date" field is the date the pro rata reduction of benefits will be affected on KAMES.

Example: A sanction is entered on STEP 7/10/08 if conciliation has not been successful and the individual does not meet good cause criteria. The notice of adverse action is generated by KAMES with the K-TAP and Food Benefits (FB) reduced and Medical Assistance (MA) stopped effective 8/1/08.

The "Action Date" is entered on the STEP Sanction Screen as 7/10/08. The "Effective Date" is 8/1/08, which is the date the benefits are reduced on KAMES.

If the action date of the KWP penalty applied by KAMES is after cut-off, the benefit amount is not reduced on KAMES until 9/1/08. "9/1/08" is entered as the "Effective Date" on the STEP Sanction Screen.

- d. The KWP disqualification will appear on KAMES inquiry the same day the action is entered on STEP. To ensure the K-TAP benefit is recalculated and reduced, complete a "J No Change" action on KAMES the same day the sanction is entered on STEP.
2. See Vol. II, [MS 2370](#) for details concerning food benefit penalties due to noncompliance with KWP. The FB disqualification is for a minimum period depending on the occurrence and must be served and cured before food benefit eligibility is reestablished. See Vol. II, [MS 2370](#), for details.
 3. Imposing the MA KWP disqualification is a manual process entered on the KAMES Disqualification File Menu, Option Q, from the KAMES Main Menu.
 - a. Use disqualification code 431 – "MA KWP (K-TAP)" to impose the MA KWP disqualification.
 - b. When the 431 disqualification code is entered, enter code "A" in the "member status source code" field.
 - c. Once the disqualification code is entered on the system, complete an action that creates a recalculation process in KAMES to impose the disqualification. An action that creates a recalculation process includes:
 - (1) Updating a pending application;
 - (2) Updating a pending recert;
 - (3) Completing a case change; or

- (4) Completing a "J" no change action.
- d. Before the final disposition of any of the above actions, the worker will receive an override screen that allows entry of a "Y" or "N" to suppress issuance of MA benefits. Enter "N" to ensure MA benefits are suppressed.
- e. Pregnant individuals, for whom a KWP pro rata penalty is imposed, remain eligible for MA benefits through their pregnancy and postpartum period.
 - (1) Enter the 431 MA KWP disqualification code on the system when a pregnant individual is penalized for failing to meet KWP work requirements. KAMES will not impose the MA KWP disqualification on a pregnant individual as long as the pregnancy information is entered and verified on KAMES. The disqualification is imposed once the pregnancy information is removed from the system and the postpartum period has expired.
 - (2) A spot check is posted to the DCSR at the end of the postpartum period. Schedule an appointment with the participant to discuss KWP requirements and review possible exemptions.
- f. K-TAP teen parents, up to age 19, are NOT subject to the MA KWP disqualification. These individuals are considered children for Medicaid eligibility purposes and are categorically eligible for medical assistance. When the teen parent turns 19, he/she is subject to the MA KWP disqualification.

To ensure the disqualification is imposed in a timely manner:

- (1) Manually enter spot check type "K" – "age tracking" for the month the individual turns 19.
- (2) Enter disqualification code 431 – "MA KWP (K-TAP)" on KAMES prior to cut-off in the month the individual turns 19.
- (3) Document KAMES comments thoroughly regarding the age of the individual to explain why the disqualification is not entered at the time of the sanction.

Before discontinuing the K-TAP case with a KWP sanction, remove the MA KWP disqualification code. This must be done to allow receipt of Medical Assistance.

- D. A K-TAP technical eligibility sanction and a KWP sanction are NOT applied for the same individual at the same time. If an individual is serving a K-TAP technical eligibility sanction (his/her needs are removed from the K-TAP case) a KWP penalty is NOT applied. For technical eligibility sanction reasons, refer to Vol. III, [MS 2220](#). A sanction is not the same as a disqualification. A KWP penalty may be applied to a participant who is disqualified for being a convicted drug felon.
- E. KWP sanctioned individuals are removed from the denominator when calculating participation rates for 3 months out of the preceding 12-month period. Sanctioned months are those where K-TAP benefits have been reduced.

- F. The K-TAP household is ineligible for cash assistance after 6 cumulative months of receiving K-TAP if both of the following apply:
1. The parent or caretaker relative has received K-TAP for 6 cumulative months (this includes receipt of cash benefits from similar programs in other states); AND
 2. The individual is currently sanctioned and has been sanctioned at least 3 cumulative months. A sanctioned month is defined as a month the K-TAP benefits were correctly reduced due to the 416 disqualification.]
 3. KAMES automatically discontinues the K-TAP case after the third cumulative sanctioned month if the individual has received 6 cumulative months of K-TAP benefits. For more information on the KAMES automatic discontinuance for full family sanction see Volume III [MS 2007](#).
- G. The sanction continues until the individual participates as required in KWP activities or is determined exempt or having good cause reasons for not participating. Discontinuance of the K-TAP case does not end the sanction.

MS 4770 CURING THE KWP SANCTION IN ACTIVE K-TAP CASES

The KWP penalty may be cured by a determination that the individual has good cause, has become exempt from participation in KWP activities, or has demonstrated compliance by participating for 15 calendar days. Discontinuance of the K-TAP case does NOT automatically cure a KWP penalty.

A. For individuals who participate as requested, become exempt, or are determined to have good cause before the effective date of the reduction in K-TAP benefits on KAMES:

1. The sanction is deleted on the Sanction STEP screen.

A sanction can be deleted up to the last day of the month prior to the effective month of the penalty. If the KWP sanction is deleted after cut-off, a K-TAP supplemental may be required for the next month.

Example 1: An individual is sanctioned and the K-TAP benefits are reduced effective September 1. On August 10, the individual is determined exempt. The sanction is deleted on STEP. No supplement is needed for September as the benefit is not decreased.

Example 2: An individual is sanctioned and the K-TAP benefits are reduced effective September 1. On August 26, the individual is determined exempt. The sanction is deleted on STEP. A supplement for September is appropriate as K-TAP cannot be increased effective September due to August cut-off.

Example 3: An individual is sanctioned and September benefits are reduced effective September 1. On August 26, she returns a completed form PA 33. The sanction is deleted on STEP. A supplement for September is appropriate as K-TAP cannot be increased effective September due to August cut-off.

2. If a KWP sanction is deleted, the KAMES "YY" tracking screen must be adjusted by a supervisor or principal worker.
3. Complete a "J-No change" action on KAMES to recalculate the K-TAP case.
4. Annotate STEP and KAMES comments to document the action taken.
5. Delete the 431 KWP disqualification on the KAMES Disqualification Menu.
6. Refer to Volume II [MS 2370](#), Noncompliance with Other Programs for information on the impact to the Food Benefits case.

B. For individuals who become exempt, or are determined to have good cause after the effective date of the reduction of K-TAP benefits on KAMES:

1. The penalty is cured on STEP. DO NOT delete the KWP sanction. Enter the date the exemption or good cause determination is made in the cure begin and completed date fields on the STEP Sanction screen. The cure begin date cannot be earlier than the "Effective date" on the STEP sanction screen.

Example: An individual is sanctioned and the K-TAP benefits are reduced effective September 1. The individual is determined exempt September 10. A cure begin and completed date of September 10 is entered on STEP.

2. Supplemental benefits are not appropriate for the month the sanction is cured. Federal reporting requires that this month be reported as a sanction month and benefits issued reflect the sanction. Do not adjust the KAMES "YY" tracking screen in this situation.

In the example, a supplement would not be issued for the month of September.

3. If the individual is determined exempt, ensure the appropriate exemption code (U, D, T, or G per Volume III [MS 2324](#)) is entered on KAMES.
4. If the individual is determined to have a good cause reason (see Volume [IIIA 4720](#)) for not participating, enter the appropriate code on the KAMES Good Cause screen. The screen is accessed from the KAMES Case Change menu, Option MM-KWP/Work Registration and option F-Good Cause.
5. Annotate comments on KAMES and STEP to document the action taken.
6. If appropriate, manually enter a spot check to review the case in the month the exemption is anticipated to expire.
7. Delete the 431 KWP disqualification on the KAMES Disqualification Menu to provide MA benefits.
8. Refer to Volume II [MS 2370](#), Noncompliance with Other Programs for information on the impact to the Food Benefits case.

- C. If a penalized individual agrees to participate after the sanction has been imposed, the penalty may be cured. The individual is required to participate for a period of 15 calendar days before considered in compliance. The 15 days begins with the day the individual begins participation to comply with KWP activities. Provide the individual with form PA-33, Verification of Transportation and Participation in Education or Training Activity to verify compliance.

1. Enter the Cure Begin Date on the Sanction screen. This allows supportive services to be paid. The individual is eligible for

transportation and supportive services during the 15 day participation regardless of the outcome.

2. If the individual successfully participates for 15 days or is willing to participate but an activity is not available, enter the cure completed date on the Sanction screen as the first day following 15th day of the participation period.

Supplemental benefits are not appropriate for the month the month the sanction is cured.

Example: The individual is sanctioned and K-TAP benefits are reduced effective September 1. On October 10, the individual begins participating in activities. The cure begin date entered on STEP is October 10. The individual participates for 15 days. The cure completed date entered on STEP is October 26. Supplemental benefits are not appropriate for October. In this example a supplement is appropriate for November as the sanction was cured after cut-off in October.

3. Complete a "J-No Change" action on KAMES to recalculate the K-TAP case.
 4. Delete the 431 KWP disqualification on the KAMES Disqualification Menu.
 5. Refer to Volume IIA MS 2200, Noncompliance with Other Programs for information on the impact to the Food Benefits case.
 6. If the individual fails to successfully participate for 15 calendar days:
 - a. Continue the penalty.
 - b. Update STEP by removing the "Cure Begin Date" on the STEP Sanction screen.
 - c. Annotate STEP Comments that participation was unsuccessful.
- D. Paid employment or a combination of paid employment and participation in other KWP activities to meet KWP participation requirements may cure a KWP penalty. In-kind income DOES NOT cure a penalty and MAY NOT be utilized as a good cause reason.

MS 4780*

CURING THE KWP SANCTION AT REAPPLICATION

Discontinuance of the K-TAP case does not end the individual's sanctioned status.

A. At reapplication, the individual may cure the KWP sanction by:

1. Verifying that exemption criteria in Volume III [MS 2324](#) is met. The appropriate exemption code (D, U, T, or G) is entered on KAMES. The K-TAP case is approved with the sanction not cured and a reduced benefit is issued for the month of application. The sanction is cured on STEP after the application is processed with the cure begin and cure end dates entered as the application date. A supplement may be appropriate for the month following application.
2. Verifying good cause criteria in Volume IIIA [MS 4720](#) is met. The K-TAP case is approved with the sanction in place and a reduced benefit is issued for the month of application. The sanction is cured on STEP after the application is processed with the cure begin and cure end dates entered as the application date. A supplement may be appropriate for the month following application.

Example: An individual is sanctioned effective September. The K-TAP case is discontinued effective November. A reapplication is taken January 15. The application is approved prior to curing the sanction on STEP and a reduced benefit amount is issued for January. After the approval is processed, the sanction is cured on STEP by entering the cure beginning and ending date of January 15. In February the client is eligible for the full benefit amount.

3. Participating in an activity for 15 calendar days. The approval action for K-TAP is processed prior to curing the sanction on STEP.

If verification is received that participation has begun, the cure begin date entered on STEP is the day the individual agrees to participate. The cure ending date is the first day following the 15 days of participation. The penalty for not participating in KWP activities is removed effective the month after the cure end date.

Example: An individual is sanctioned effective October. The K-TAP case is discontinued effective December. A reapplication is taken in January. The cure begin date is January 5 and the ending date is January 20 on STEP. The application is approved prior to curing the sanction on STEP and a reduced benefit amount is issued for January. The client is eligible for the full benefit amount in the month of February.

Example: An individual is sanctioned and the case is discontinued effective November. A reapplication is taken in November. The cure begin date is November 24 and the cure end date is December 9. The application is approved prior to curing the KWP sanction with a reduced benefit amount for November and December. The client is eligible for the full benefit amount in the month of January.

- B. If the individual chooses not to participate, the case is approved with the sanction in place and receives reduced benefits until the full family sanction is applied.
- C. For individuals discontinued due to full family sanction policy who reapply for K-TAP benefits, take the following action:
 - a. Hold the K-TAP application pending for up to 30 days to allow the individual adequate time to complete and verify participation.
 - b. Enter the cure begin date on STEP as the day the individual agrees to participate.
 - c. Enter the cure end date as the first day following the 15 days of participation.
 - d. The sanction is cured on STEP prior to the approval of K-TAP benefits.
 - e. If the individual does not verify participation within 30 days of application, the case is denied.
 - f. If at any point following approval, the individual fails to cooperate, the full family sanction is applied by accessing the individual's KWP Member screen to answer the question "KWP full family sanction applied?" with a "Y". Form KW-204, Conciliation Contact is not necessary.

MS 4790* RESOLVING ERRONEOUS SANCTIONS

Great care should be taken when entering sanctions as the sanction data cannot be corrected, for federal reporting purposes, after the effective date entered on STEP. Actions may be taken to resolve the error on the local level, but the case will be considered as sanctioned for federal reporting purposes.

A. If a sanction is applied in error and is discovered prior to the effective date, the following steps are taken:

1. The sanction is deleted from STEP.
2. The "YY" tracking screen is adjusted by a supervisor or principal worker.
3. A "J-No change" action is completed on KAMES to recalculate the K-TAP case.
4. Annotate STEP and KAMES comments to document the action taken.
5. Delete the 431 KWP disqualification on the KAMES Disqualification Menu.
6. If these steps are followed after cut-off a supplemental may be issued.

Example: An individual is sanctioned March 15, effective for April 1. The individual provided the needed PA-33 on March 15, but the form was misplaced and found March 16. The sanction is deleted from STEP. No supplement is needed for April as there was no decrease in the benefit amount.

Example: An individual is sanctioned March 27, effective May 1. The worker discovers the sanction was applied in error on April 28, after cut-off. The sanction is deleted from STEP. A supplement is issued for May as the benefit amount was reduced.

The case will not be reported as sanctioned on the federal report as long as the sanction is deleted prior to the first day of the effective month of sanction.

B. If a sanction is applied in error and not discovered until after the effective date, the following steps are taken:

1. The sanction is cured on STEP. Enter the cure begin and completed date as the first day of the month the sanction was effective on the STEP sanction screen.
2. The "YY" tracking screen is adjusted by a supervisor or principal worker.
3. A "J-No change" action is completed on KAMES to recalculate the K-TAP case.
4. Annotate STEP and KAMES comments to document the action taken.
5. Delete the 431 KWP disqualification on the KAMES Disqualification Menu.
6. Issue a supplement for the month of erroneous sanction.

Example: An individual is sanctioned March 30, effective May 1. The worker discovers the sanction was applied in error on May 5. The sanction is cured on STEP; with a cure begin date of May 1 and a cure complete date of May 1. A supplement is issued for May as the benefit amount was reduced erroneously and the case could not be corrected effective May.

In this example, the case will be removed in the federal reports from the denominator for May as a sanctioned case.

MS 4800 [UNEMPLOYED PARENT (UP) PARTICIPATION]

A parent in a UP case must participate in the Kentucky Works Program (KWP) for a minimum average of 35 hours per week. The Kentucky Works Program (KWP) assessment and Transitional Assistance Plan (TAA) is required for each parent. If the family receives child care assistance from the Child Care Assistance Program (CCAP), the parents must participate for a minimum monthly average of 55 hours per week.

A. Participation requirements for UP cases are as follows:

1. To meet the 35/55 hour work requirement, parents must participate in a core component for 30/50 hours and an additional 5 in a core or non-core activity. Five hours per week of the 35/55 hours may be in one of the following activities:
 - a. Job skills training directly related to employment;
 - b. Education directly related to employment, in the case of a recipient who has not received a high school diploma or equivalent; or
 - c. Attendance at high school or an ABE or GED program, in the case of a recipient who has not received a high school diploma or equivalent.

Indicate in STEP comments if the 35/55 hour participation is split between the adults. Only 5 hours per case is allowed in a non-core activity.

In-kind employment arrangements are not acceptable employment hours for participation.

2. Either parent can participate the required number of hours to meet the federally required participation rate for "Two Parent" cases. However, the Qualifying Parent (QP) has the primary responsibility for participation and must actively seek employment. To meet the federally required "All Family" participation rate one parent must complete the entire core requirement.
3. One parent may participate for the entire 35 hour requirement or both parents may share in the work activities. However, if both parents share the work activities, case workers should encourage one parent to complete the core requirement of 30 hours per week while the other parent completes the remaining 5/25 hours of the requirement. This will fulfill both the "Two Parent" and the "All Family" federally required participation rates.

When parents participate in a combination of activities to achieve the required core hours only one parent can complete the requirement by attending full-time higher educational activities during the same time period. However, if one parent is coded in a vocational educational activity

on STEP, the other parent can complete the remainder of the requirement in employment such as Ready-to-Work or other work study.

If the non qualifying parent completes the entire 35 hour requirement, the QP must be available for and actively seek employment. The QP's statement is acceptable as long as the non qualifying parent is meeting the requirement.

- B. Individuals may participate in excess of 35/55 hours per week to ensure 35/55 hour per week monthly average is achieved.
 - 1. Any UP recipient may be required to participate in the KWP program if he/she does not meet good cause criteria. Refer to [MS 2843](#) for determination of good cause criteria.
 - 2. At the time of application and recertification, inform all UP recipients of the required participation in the KWP program and the penalties for noncooperation.
 - 3. Review with the parents the KWP activities to determine which activity is in the best interest of the family in reaching the goal of becoming self-sufficient.
 - a. Determine how the parent wishes to meet the 35/55 hour per week participation requirement; or
 - b. Determine which parent can best be expected to successfully meet the 35/55 hour participation requirement.
- C. If the parent misses any scheduled time from the KWP activity, the time must be an approved holiday, excused absence or must be made up during the month.
- D. In calculating whether an individual has met the requirement, the individual's participation over the month that is being measured is averaged. The total hours for a calendar month are determined by adding the weekly hours and dividing by 4.3 to obtain the weekly averaged hours.
- E. Non-CORE activities are permissible for parents in a UP case. These include:
 - 1. Domestic violence counseling;
 - 2. Life skills training;
 - 3. Substance abuse programs;
 - 4. Mental health counseling;
 - 5. Vocational rehabilitation; and
 - 6. GED/ABE/Literacy.

Allowable activities are completed with a countable activity when possible with the exception of the first 24 months of vocational educational training. If one parent is using the additional allowed 12 months of vocational educational training, the other parent must meet the requirement in a CORE component. This can include employment, such as Ready-to-Work or other work study.

NOTE: Parents in a UP are NEVER shown as exempt on KAMES. Exemptions are not appropriate in a UP case.

- F. If the non qualifying parent is participating the required hours or part of the required hours and the non qualifying parent fails to cooperate after conciliation, the QP is given the opportunity to begin participation.

The non qualifying parent is not sanctioned on STEP for noncooperation in KWP.

If the non qualifying parent is not completing the required hours and the QP refuses to accept or continue suitable employment or will not cooperate with KWP requirements without good cause, the UP case DOES NOT meet eligibility criteria. Answer "N" to the question on KAMES, "Is the parent available for and willing to accept full-time employment?" to discontinue the case.]

MS 5200

Introduction to Supportive Services

Work eligible individuals who are employed or participating in Kentucky Works activities are provided supportive services. Supportive services include transportation, car repair, other vehicle expenses, child care and other fees, items or services required for KWP participation.

A. Payments are authorized on the System Tracking Employability Program (STEP) for:

1. Car repairs, which include vehicle registration costs, vehicle license fees, liability insurance for the vehicle, vehicle property tax, repairs on the vehicle to make it functional, and other car expenses needed by the KWP individual in order to participate.
2. Other items or services needed to begin or continue participation in a KWP activity including employment. Examples of such services are uniforms, school supplies such as books or software, fees for driver's education classes, etc.
3. Transportation costs which are incurred while working, participating or preparing to participate in KWP.
- [4. Remedial health goods or services for work eligible individuals if the items or services are needed for participation in KWP and are not payable through Medicaid. These payments can ONLY be made when funds are available. Staff are notified of the availability of funding.
5. Summer school tuition and books when funds are available.]

B. Child care assistance is paid to the child care provider by the service agents who administer the Child Care Assistance Program (CCAP). See Volume IIIA, [MS 5270](#).

MS 5260

Child Care and Two-Parent Cases

Information specific to child care payments in a two-parent case is provided below.

- A. If both parents in a UP case are participating in the Kentucky Works Program (KWP) a minimum of 55 hours per week and child care is needed, form DCC-85A, Approval for Child Care Assistance, is completed.
- B. If one parent is participating in KWP, while the remaining parent is employed, a child care expense is provided as a deduction from the employed parent's earned income if the earnings make the case not eligible for K-TAP without a deduction (see Volume III MS 2849) or assistance is provided through CCAP.
- C. If the parent requests child care due to the belief that it is not in the best interest of the child to leave the child in the care of the other parent, assistance from CCAP may be provided. Accept the client's statement.
- D. If one parent is participating in KWP and the other parent is unable to care for the children due to a good cause reason (i.e., temporary illness or incapacity), child care assistance may be provided through CCAP. Use a doctor's statement to verify the parent's inability to care for the children.

MS 5270

APPROVAL FOR CCAP

Use form DCC-85A, Approval for Child Care Assistance, to approve the work eligible individual for the Child Care Assistance Program (CCAP). All fields of form DCC-85A must be completed with the exception of the name address and phone number of the child care provider. Complete the comments section, if needed. Form DCC-85A may be submitted as an attachment to electronic notification to the Service Agent or in hardcopy.

The eligibility date entered on form DCC-85A can be no earlier than sixty days prior to completion of the form. Contact the Family Self-Sufficiency Branch for guidance if the case situation calls for back dating more than sixty days.

- A. If Child Care Assistance is needed as a result of the K-TAP recipient's employment, first determine if the recipient is K-TAP eligible without the deduction for child care expenses. Refer to Vol. III, [MS 2849](#). If the recipient remains eligible, complete form DCC-85A approving the client for child care assistance.
- B. If child care assistance is needed for a work eligible individual who is employed or in a KWP activity, complete and send form DCC-85A within 10 days of the time the need is identified.

NOTE: On-line educational activities monitored and verified by Ready To Work (RTW) Coordinators are KWP activities. Work eligible individuals who participate in on-line educational activities are eligible for child care assistance including assistance for the allowed study hours.

- C. If the activity is not ongoing or has irregular hours, indicate in comments on form DCC-85A when the child care is needed.

EXAMPLE: A work eligible individual reports he/she needs child care to keep an appointment with the KWP contractor for testing. Indicate on the referral that child care is needed for the day of the KWP contractor appointment and for the days of testing.

- D. Provide a copy of form DCC-85A to the individual to present to the child care provider documenting approval for child care assistance.

If the individual has not located a child care provider, advise the individual to contact the local Child Care Resource and Referral Agency (CCRRA) at (877) 316-3552 for assistance.

- E. Provide form DCC-112, Selecting Quality Child Care for My Child, and form DCC-91B, DCBS Client Fact Sheet to the individual.
- F. Advise the individual that they will receive form DCC-91A, Client Fact Sheet, from the service agent. This form must be signed and returned to the service agent.

- G. If the 2-month earned income exclusion is applicable, complete form DCC-85A and note in the Comments Section the effective month the income will be considered. Also, provide the amount of the income excluded.
- H. If the case is K-TAP ineligible, refer for child care assistance using form DCC-86, Referral for Low Income Child Care Assistance, to the service agent in the county of the individual's residence. Form DCC-86 is a referral only to allow eligibility to be determined by the service agent. The service agent also determines eligibility for child only K-TAP cases with no work eligible individual.
- I. Report changes that impact the CCAP to the service agent, including the K-TAP benefit amount, K-TAP case discontinuance, number of hours of the activity or work that affects the need for child care changes, loss of employment, and change in marital status or family members. These changes are reported by completing form DCC-87, Change Report for Child Care Assistance.

Additionally, report to the service agent the reason for child care changes; e.g., originally needed for KWP, now needed for employment, etc.

- J. The CCAP will pay child care enrollment fees for KWP participants. If payment of fees is needed, indicate the need in the comments section of form DCC-85A.
- K. Individuals are eligible for child care services during the time period a KWP sanction is being cured. This also applies at application for a sanctioned individual.
- L. The eligibility period for a KWP child care case is no more than twelve months from the eligibility date entered on form DCC-85A. A shorter eligibility period can be entered if the case situation warrants a shorter time frame.
- M. Service agent staff will notify family support staff when a re-determination of child care eligibility is due.
 - 1. If the individual continues employment or KWP activities, a new form DCC-85A must be completed and routed to the service agent.
 - 2. If the individual is no longer eligible for approval by the DCC-85A process, provide the client with form PA-105, Notice of Ineligibility, and advise the client to contact the service agent if child care is still needed. Form DCC-86 may be used to refer the client to the service agent for those families not eligible for approval via form DCC-85A.
- N. Use form DCC-113, Child Care Assistance Program (CCAP), as a quick reference guide in determining eligibility for child care and answering questions concerning child care eligibility.
- O. If a recipient requests a fair hearing concerning CCAP and the hearing issue concerns the authorization of child care assistance by form DCC-85A,

Approval for Child Care Assistance, family support staff processes the request. The service agent processes hearing requests relating to parental co-payments, provider payments or other issues relating to the CCAP case.

MS 5300

TRANSPORTATION OVERVIEW

Payments are provided to Kentucky Works participants for incurred transportation and travel-related expenses. Transportation and travel-related expenses may include gas, parking and tolls, etc., which are determined necessary to enable a recipient to participate or get to the point of participation in Kentucky Works activities including employment. Transportation is paid prospectively directly to the recipient based on the number of days a participant is scheduled to attend. Transportation is NOT paid for assessments or WRG referrals prior to approval of the K-TAP case.

A. There are 3 levels of payment for monthly expenses based on the scheduled participation.

1. [Catchall – Code C - 1 to 3 days per month = \$15
2. Part-time – Code P - 4 to 16 days per month = \$60
3. Full-time – Code F - 17 or more days per month = \$100]

B. Use form PA-33, Verification of Transportation and Participation in Education or Training Activity, to verify the anticipated need for transportation and travel related expense payments.

Payments for KWP participants and eligible employed individuals are issued by the caseworker/case manager on STEP within 7 work days after receiving form PA-33. STEP determines the payment amount based on the code entered for the appropriate number of days. Transportation can also be paid for days the participant expects to incur expenses transporting his/her children to the child care provider in order to participate even though the participant may not incur an expense to travel to the actual activity.

[EXAMPLE: The participant intends to drive his/her children to the child care provider, but walked to the Office of Employment and Training (OET).]

C. Transportation expense payments are provided in the following instances:

1. Component Preparation. Case managers can approve transportation expense payments for the time period during which assessment, testing, developing the TAA and referrals for barrier removal are expected to take place. Transportation payments are paid for trips to and from the participant's home to the DCBS office for KWP related activities ONLY.
2. Pre-Component. Case managers can approve transportation expense payments if transportation expenses are expected to be incurred during the pre-component period. Pre-component expenses can occur for a period of 2 weeks or up to 30 days prior to the component start date if the transportation arrangement would be lost if payment was not made.

EXAMPLE: A participant would lose a slot in a ride share situation or carpool if payment was not made.

- [3.] Component. Once the participant is placed into a component, he/she can receive ongoing monthly prospective transportation expense payments throughout the participation period if expenses are expected to be incurred and are reported on a completed form PA-33 and returned timely.
- [4.] Employment. Transportation services can be provided when an adult member of a K-TAP case is employed or accepts new employment, provided the employment is reported and verified timely.

MS 5310

TRANSPORTATION PROCEDURES

Review with the participant the transportation options available to the participant and assist in identifying available options to secure transportation, if needed. Encourage the participant to pursue all options such as car-pools, ridesharing, etc. Encourage the participant to advertise the need for a ride via notices on bulletin boards or notices in community or job newsletters. Advise the participant about options for securing the least expensive means of transportation.

- A. Transportation expense payments are made prospectively. Issue payments for the number of days transportation is needed based on the participant's best possible estimate for the prospective (transportation report) month.

Explain to the participant that he/she will receive the check for transportation expenses the month prior to the month the check is actually intended to cover. Encourage the participant to purchase affordable transportation and if possible, pay for transportation expenses ahead of time (e.g., purchase bus tokens or passes or if ride sharing or car pooling, pay the transportation provider when the check is received).

- B. At the initial request for transportation expense payment, assist the participant in anticipating how many days the participant will require payment for the request month and the following month if the participant is not in the office.

1. Use form PA-33, Verification of Transportation and Participation in Education and Training Activity, to verify the need for transportation payment.
2. For the initial transportation expense payments and for employed individuals, the participant is only required to complete items II, B and C for the request month and the following month, on form PA-33, and the participant must sign and date the form.
3. At the initial request for transportation, two separate payments are made, one for the request month and one for the following month.
4. The individual checks the type of activity he/she is attending and enters the number of days he/she expects to need transportation in the request month and the following month. This requires a pen and ink change to Item II, B of the form. Add "and _____
_____ for _____"
(Number of Days) (Month)
at the end of the "Number of Days" line. Enter the next month in the "Month" line.

EXAMPLE: The participant makes his/her initial request for supportive services in July. The participant must anticipate the number of days transportation will be needed for July (the current month) and August (the prospective month).

5. If the initial request is made in the component preparation period, include the day the assessment interview is completed (only if separate from the application interview) in the number of days of participation.
 6. Issue the payment for the start month and the following (prospective) month directly to the participant through STEP within 7 work days of receiving the completed form PA-33.
 7. At initial request, if the participant does not return form PA-33 within 10 days, send form PA-105, Notice of Eligibility/Ineligibility, to notify the participant of the denial of payment of the transportation expense. (The failure to return the form does NOT affect K-TAP case eligibility unless a sanction for failure to participate is appropriate.)
- C. [Form PA-33 is system-generated by STEP each month beginning with the month the enrollment start date is entered on STEP if the start date equals or precedes the month entered.] Further, KWP participants begin receiving an automated form PA-33 starting the month the "Issue PA-33" field entry is changed to "Y".
1. For KWP participants, the "Enrollment Start" date is entered by the case manager on STEP on the Component Activity screen. Form PA-33 continues to be issued as long as the active participant stays in the component.

If an individual is participating in more than one component, the individual receives form PA-33 for each component.
 2. For eligible employed individuals, form PA-33 is issued by entering a "Y" in the "Issue PA-33" field.
 3. Send the form manually when:
 - a. An individual initially requests supportive services; or
 - b. An individual reports going to work and requests transportation assistance; or
 - c. An individual fails to return a manually-issued form PA-33 by the required date.
- When the form is given or mailed to an individual, prepare the form in duplicate. Retain a control copy for the case record.
- D. Instruct the participant to return the completed form by the 10th calendar day of the following month. The participant is reporting the anticipated number of days transportation expenses are expected to

be incurred in the prospective month. (If the 10th day falls on a weekend or holiday, form PA-33 is returned the following work day.)

1. Upon receipt of the complete and correct form PA-33, determine the eligibility for the transportation payment.
 - a. If eligible, issue payment off STEP within 7 work days of receiving a completed form PA-33.
 - b. If the participant is not in compliance with attendance requirements or does not meet good and satisfactory progress, refer to [MS 4700](#). If the individual continues participation, continue payments through completion of conciliation.
 - (1) If conciliation is completed successfully, payment can be made ongoing.
 - (2) If conciliation is unsuccessful, continue payment until the day after the proposed sanction notice expires.
2. If form PA-33 is not received by the 10th calendar day, generate form PA-33N off STEP or manually send a second form PA-33 along with form PA-105, to inform the participant that failure to return a completed form by the end of the month will result in the denial of the transportation expense payment for the prospective (report) month. (If the 10th is a weekend or holiday, allow the next workday for return.)
 - a. If the completed form PA-33/PA-33N is returned by the end of the month, follow the steps in item D.1.
 - b. If the form is not returned by the end of the month, follow the steps in item D.1.b.
3. If form PA-33/PA-33N is received incomplete or incorrect, send a new form PA-33 with form PA-105, to inform the participant that failure to return the form completed by the end of the month can result in nonpayment of the transportation expense.
4. If form PA-33/PA-33N is received incomplete or incorrect on the last day of the month, send form PA-105, as notice of nonpayment of the transportation expense.
5. If form PA-33/PA-33N is received in the month following the transaction month, deny the transportation expense payment for the report month only.
6. When form PA-33/PA-33N is not returned by the end of the month, the individual will receive another form PA-33 in the following month. If the subsequent form PA-33 is not returned by the 10th calendar day, send the individual form PA-33N or form PA-33 and PA-105. On form PA-105, notify the individual that failure to return form PA-33 or PA-33N by the end of the

month will result in the need to conciliate for failure to verify component participation.

- E. When the component start date is entered on STEP, a system-generated form PA-33 is mailed to the participant at the end of the start month and each month during participation. The participant is instructed to return the completed form by the 10th calendar day of the following month, reporting the anticipated number of days transportation expenses are expected to be incurred in the prospective month. (If the 10th day falls on a weekend or holiday, form PA-33 is returned the following work day.) Authorize the transportation expense payment if a complete and correct form PA-33 is received prior to the end of the month.

To authorize appropriate payment, follow instructions starting with D.1, of this section.

- F. After form PA-33 is generated, one is produced monthly until:
1. A term date is applied to STEP as a result of;
 - a. Discontinuance of the K-TAP case;
 - b. Removal of the individual from the active K-TAP case due to loss of eligibility or moving out of the home;
 - c. A sanction applied to the individual; or
 - d. The individual is coded as exempt.
 2. The individual's status changed to not self-sufficient (C code on KAMES) and "N" in the "Issue PA-33" field;
 3. The actual component completion date is entered and "N" is displayed in the "Issue PA-33" field on the General Information screen.

MS 5315

TRANSPORTATION AUTHORIZATION

[Transportation is authorized to enable an individual to participate in Kentucky Works activities including employment. Transportation can be authorized in one of two ways: by entering the appropriate payment code on the Monthly Tracking screen, or by using the Transportation section on the STEP Payments screen. Transportation is paid prospectively directly to the recipient.

A. Transportation issued through monthly tracking.

1. Monthly tracking actions authorize payment based on the code for the level of pay (C, P or F) entered under the "Trans" field on the Monthly Tracking screen. Monthly tracking for a given calendar month will system generate a transportation payment 2 months later than the "Track Month" entry.

EXAMPLE: A case is tracked September 8th on Monthly Tracking with the "Track Month" of August. C, P or F is entered in the "Trans" field. The appropriate payment amount is generated for the month of October.

- 2.] If a C, P or F code exists on Monthly Tracking and a payment is authorized as a result, the next screen displayed is the Payment Delete screen. [This is to alert the user that a payment request was generated and will allow its removal if the authorization was in error or for the wrong amount.] If transportation has already been authorized for the corresponding calendar month, a prompt displays. No additional payment is authorized from this Monthly Tracking update, so the user is not taken to the Payment Delete screen.

- [B. When transportation cannot be paid by entering monthly tracking for a component such as transportation issued for employment or before a component's start date is entered, use the Transportation section on the STEP Payments screen.

EXAMPLE: The participant begins employment July 1st. Pay July's transportation using the STEP Payments screen. The valid codes are C, P and F.

For the appropriate payment amount to system generate:

1. Enter the valid payment code (C, P or F) under the "Trans" field;
 2. Enter the month and year the payment is for under "Pay Month";
 3. Enter the code for the corresponding mode of transportation used under the "Trans Type"; and
 4. An "X" must be entered in the "Enter X to Authorize Payments" field for payment to be processed.
- C. A prospective payment is based on the best estimate of days of participation in the initial and upcoming month.]

1. Staff may be aware of the scheduled days of participation in a JRA or WEP. For school attendance, staff assist participants when estimating days of attendance by reminding participants of holidays, school closings, semester ending dates, etc. For post-secondary students, a class schedule is required for comparison with the estimated days of transportation.
2. If the student returns form PA-33 with estimates for more than the possible number of days for the requested month's transportation, form PA-33 is considered incomplete/incorrect. A new form PA-33 and form PA-105 are provided to the student advising the student that a transportation expense payment may not be paid unless a correct estimate on form PA-33 is received by the end of the month.

MS 5320

SUPPLEMENTALS FOR
TRANSPORTATION EXPENSE PAYMENTS

[Supplementals for transportation expense payments are issued to provide payment for additional days required for participation in the report month for approved activities that were not covered by the amount issued prospectively for the report month.] Issue supplementals to the participant only if an agency error was made or the participant's schedule changes to require more days. [A new form PA-33, Authorization for Transportation and Participation in Educational or Training Activity, must be completed and returned.] Document the STEP case record accordingly in comments. Make payment on STEP within 7 workdays of the request for a supplemental.

[To issue a supplemental payment, access the STEP Payment Screen. Under Transportation, in the "Trans" field, enter code "A". Enter the appropriate month and year in the "Pay Month" field. In the "Trans Type" field, enter the code for the corresponding mode of transportation used. Enter the supplement amount in the "A Code Amount" field. The amount of the supplement is the difference between the transportation payment and the new total transportation payment owed.

EXAMPLE: A worker pays a part-time payment "P" (\$60) for July. The next month the recipient states full-time "F" (\$100) is needed for July due to a schedule change. The difference totals \$40. Issue a \$40 payment to the participant.] Do NOT add to a future month's payments.

- A. Requests for supplementals must be made in a timely manner by the participant. For transportation expense payment supplemental requests only, "timely" is defined as within one calendar month after the report month.

EXAMPLE: The participant anticipated the need for 10 days (part-time) of transportation expenses in July for the prospective (report) month of August. He/she has until September 30th to report if he/she actually incurred more than 16 days of transportation expenses in August for approved activities.

- B. The participant can request additional days of transportation expense payments in the actual report month if he/she states the need for additional days of transportation expense payments for approved activities.

EXAMPLE: In July, the participant anticipated 10 days (part-time) of transportation expense for the pre-component activities for the prospective (report) month of August. On August 3rd, the participant was placed in a component. On August 18th, the participant calls and reports that he/she has already incurred 10 days of transportation expense for approved activities and anticipates 8 more days of transportation will be needed for that month for approved activities.

- C. As supplementals for transportation expenses can be requested in the

calendar month after the report month for transportation expense payments, the request could occur in the calendar month following the STEP termination effective date on General Information.

EXAMPLE: The STEP termination effective date is September 1. The participant can request a supplemental for transportation expenses incurred in August anytime during September.

MS 5350

[OVERVIEW OF SUPPORTIVE SERVICES

Work eligible individuals may be eligible for supportive services payments for items or services needed to participate in KWP activities, including employment. Supportive services payments may be issued for car repairs and other vehicle related needs, items and services needed by the individual in order to work or participate in a KWP activity, summer school or short term training tuition, remedial health care goods and services, and miscellaneous fees.

- A. Sanctioned members are NOT eligible for supportive services. When an individual, who is serving a sanction, begins to cure the sanction and a cure begin date is entered on STEP, supportive services can be authorized.
- B. Fleeing felons or convicted drug felons are not included in the K-TAP benefit amount; however they are considered work eligible individuals and are required to participate in KWP activities. Fleeing felons and convicted drug felons are eligible for supportive services which are authorized and paid in the same manner as other work eligible individuals.
- C. Supportive services payments cannot be authorized to reimburse the client for expenses he/she has already paid.
- D. The payment limits for the different categories of supportive service payments are:
 - 1. Supportive Services for all items not listed below- \$400 limit per 12 months;
 - 2. Car repair - \$500 limit per FAMILY per 12 months;
 - 3. Miscellaneous Fees- \$200 per fee can be authorized per payment. If the fee exceeds \$200 it must be split and paid in separate transactions on STEP;
 - 4. Short-term training- \$500 per class unless approved by Central Office. Refer to Volume IIIA, MS 4215;
 - 5. Summer school tuition, refer to Volume IIIA, MS 5370;
 - 6. Remedial health goods and services, refer to Volume IIIA, MS 5380; and
 - 7. RN and licensing fees, refer to Volume IIIA, MS 5390.
- E. If the KWP participant requests a supportive service that is eligible for payment, determine whether a balance exists in the supportive services or car care account on STEP.

Before completing form PA-32, Authorization for Supportive Services Payments:

1. Inquire STEP to determine the balance in the supportive services or car care account;
2. Check for any outstanding forms PA-32 using the PA-32A, Supportive Service Log;
3. Subtract the total amount of all outstanding forms PA-32 from either the supportive services or car repair balance shown on STEP to determine the actual amount available;
4. Do NOT issue form PA-32 in an amount that exceeds the actual available amount. If the amount is not enough to cover the expense, inform the participant.
 - a. If the participant can pay the remaining expense, form PA-32 can be issued for only the actual available amount.
 - b. If the participant cannot pay the remaining amount, do NOT issue form PA-32.]

MS 5355 [SUPPORTIVE SERVICES ITEMS SUBJECT TO \$400 LIMIT

The following items may be authorized for purchase if required for KWP participation, including employment, and not reimbursable by the employer or covered by financial aid or Medicaid. Payment for these items and/or services reduce the \$400 supportive services balance.

- A. A timepiece, if necessary for employment or training, code 03;
- B. Tools required for employment, code 05;
- C. Licensing fees, which can include exam costs to obtain a professional license or certificate or driver's license fee, code 06;
- D. School supplies and books, code 08, for the work eligible individual only, not for the children;
- E. Cost of photo identification, if needed to access training, employment, or testing, code 12;
- F. One suitable interview outfit for a work eligible individual seeking employment, code 13;
- G. Up to three uniforms or clothing and/or shoes particular to a service, profession or company, code 14;
- H. Cost of criminal records check fee, code 15;
- I. Driver's education class fee, code 16; or
- J. Drug screening test fee, code 46;

MS 5365

FEE PAYMENTS

Fee payments CANNOT exceed \$200 per payment and do NOT reduce the supportive service balance.

Use code 55 to make the following fee payments:

- A. Training registration fees;
- B. Financial aid application fees;
- C. Testing fees (e.g., entrance exam, ACT test, SAT test, license exams for KWP participants in an education slot);
- D. Application fees required by vocational schools for specific programs;
- E. Liability insurance fees not related to car insurance;
- F. Copy of records fees;
- G. Activity fees if mandated by the institution;
- H. RNET practice state board exam fee for a registered nurse (RN). See [MS 5390](#) for other fees relating to RN or licensed practical nurse (LPN) licensing; and
- I. Other required fee payments. This does not include short-term training. Refer to [MS 4215](#) for information on the payment of short-term training fees.

The examples listed next to the types of fees are not all-inclusive.

MS 5370

[SUMMER SCHOOL TUITION PAYMENTS]

Summer school tuition, books and fees may be paid for work eligible individuals who are enrolled in a post secondary educational activity including 2 and 4-year programs. This includes online classes. Summer school payments can only begin after notification by the Family Self-Sufficiency Branch (FSSB) that funds are available for Summer School Tuition Payments.

The maximum total payment amount for summer school tuition is \$1,800 per participant for the summer. Individuals with sufficient financial aid funds to cover summer school expenses are not eligible.

A. Eligible Participants

1. The participant must be enrolled in a technical school, post-secondary institution, college or community college. A student may enter a new program as a summer student and be eligible.
2. The student must request summer school funds from the worker/case manager.

B. Payment Obligation

1. Utilize form KW-32SS, Authorization for Summer School Payments, to obtain tuition, books and fee costs for each eligible participant. Explain to the student the importance of meeting timeframes for completion and return of the form.
2. Enter each participant's name on form KW-32L, Summer School Authorization Log, as each KW-32SS is completed. Use this log to ensure prompt return and entry of payments.
3. Before sending form KW-32SS to a provider, check for prior forms KW-32SS issued on form KW-32L. Subtract the amount of tuition paid or owed from the \$1,800 maximum.
4. The participant has a 10-day deadline for return of form KW-32SS.

DO NOT issue form KW-32SS after the deadline established by FSSB, or at the point when notified that funds are no longer available.

C. Payment Authorization

The participant **MUST** be active on STEP in order for payment to be authorized. Payment of forms KW-32SS up to \$1800 per participant are made using code 33.

Summer school tuition costs may **ONLY** be paid with code 33. However, after tuition is paid, books and/or fees can be paid from the summer school tuition funds. Use code 33 to pay for books and/or summer school fees up to the \$1800 allowed for each participant.

1. If the participant uses all \$1,800 for allowable expenses and still requires payment for books or fees:
 - a. Books may be paid using supportive service code 08. Code 08 DOES reduce the participant's supportive services balance. See MS 5355. Check the supportive services balance and the PA-32A, Supportive Service Log, to ensure there are sufficient funds to cover the cost of books before issuing form PA-32, Authorization for Supportive Services Payments.
 - b. Summer school fees may be paid using supportive service code 55 which will not reduce the participant's supportive service balance. See MS 5365.
2. Code 33 payments can be entered upon notification from FSSB that code 33 is valid for use. Ensure all payments for code 33 expenses are entered promptly. Code 33 becomes invalid at close of business of the last work day in July or when the funds are depleted, whichever is first. Payments cannot be entered after that date. When the statewide summer school funds are depleted, no further payments can be made.
3. Code 33 payments do not reduce the nonrecurring supportive services balance.

D. Monitoring Obligated Payments

1. To ensure that payments do not exceed the budgeted amount, designated staff from each region must submit the total amount of payments obligated/authorized for each region to FSSB at FSSBK-TAP@ky.gov listed on Global as (CHFS FSSB K-TAP SECTION) on a weekly basis.
 - a. Provide the amount indicated for all forms KW-32SS issued for the region. This is the total amount obligated on all forms KW-32SS and KW-32Ls issued through the date the information is provided to FSSB.
 - b. Submit the log/information to FSSB on a schedule designated by FSSB beginning the first week summer school tuition can be paid and up to the point the funds are depleted.
2. Only the total amount of summer school funds obligated by each region as of the report date is reported. Case names or numbers are not needed.
3. If the amount of summer school funds obligated nears the state-allocated funding limit, Regions will submit requests for tuition assistance to FSSB prior to issuing forms KW-32SS. FSSB will advise if this process becomes necessary. When funds are depleted, no further payments can be authorized.]

MS 5375

[CAR REPAIRS AND EXPENSES

Car repair payments, code 50, can be provided to KWP participants if necessary for participation in a KWP activity including employment.

A. Eligibility criteria for authorization of payment:

1. The owner of the vehicle must be a work eligible individual participating in KWP.

Exception: If both parents are in the home and an SSI parent owns the vehicle, car repair payments can be authorized for the work eligible individual if needed for participation;

2. Repairs must be approved by the case manager based on written estimates;
3. Providers must be reputable, established garages as determined by local staff, including vocational/technical schools that offer auto repair courses. No private individuals may be paid for car repairs;
4. Families are eligible for \$500 per 12-month period. The \$500 is per family NOT per work eligible individual.
5. Only items related to making the vehicle operable are allowed; and
6. The value of the vehicle must warrant the expenditure.

B. The following expenses can be paid with car repair funds:

1. A repair which makes the car functional such as:
 - a. Brakes;
 - b. Transmission or engine repair;
 - c. Mufflers; or
 - d. Tires;
2. Property tax on the vehicle;
3. Vehicle registration costs;
4. Vehicle license fees;
5. Liability insurance for the vehicle;
6. New or used automotive parts purchased by the work eligible individual to make the vehicle functional; and
7. Other car expenses needed by the work eligible individual for participation.

C. To authorize car repair payments:

1. Check the car repair balance on STEP. Identify any outstanding PA-32's, Authorization for Supportive Service Payments, issued for car repairs by review of the PA-32A, Supportive Services Log. Reduce the balance by all outstanding forms PA-32 issued for car repair.

If there are two work eligible individuals in the case, check both records. Each parent will show a beginning balance of \$500; however, the family is eligible for \$500, not \$1000 per 12-month period.

2. Determine if the requested expense meets criteria for eligible expenses.
3. Determine if the requested provider meets criteria.
4. Utilize Form PA-34, Car Repair Estimate, or obtain a written estimate from the vendor prior to issuance of form PA-32.
5. Upon receipt of an approved estimate, issue form PA-32 for the amount of the estimate. Payments are issued to the provider, not the participant.

Exception: Property taxes, vehicle registration and licensing fees, and auto liability insurance are issued to the participant who is responsible for payment.

2. If the costs exceed \$500, DO NOT authorize payment for the balance unless the recipient has a written agreement with the provider to accept responsibility for and pay the remaining balance.

EXAMPLE: A repair estimate is \$550 from Big O Tires. Verify the participant has a written agreement to pay the balance of \$50. If not verified, do not issue form PA-32.

3. To authorize a code 50 car repair payment on STEP do the following:
 - a. On the Supportive Services Submenu:
 1. Enter "3" in the option field;
 2. Enter "R" in the Payment Type field;
 3. An entry in the "FEIN" number field is required. If the provider does not have a federal ID number, enter the provider's social security number. If payment is made to the participant, enter his/her social security number.
 - b. After entries on the Supportive Services Submenu are completed, enter information on the STEP Payments screen.

The 12-month period begins when the first car repair payment is entered on STEP. Enter the date form PA-32 was issued in the "Date" field on the STEP Payment screen. Example: Form PA-32 authorization is issued for car repair on 10/20/08. Form PA-32 is

returned to the local office for payment on 11/05/08. Enter "102008" in the "Date" field on the STEP Payment screen. The 12-month period begins 10/01/08 and ends 09/30/09.]

MS 5380

[REMEDIAL HEALTH GOODS/SERVICES

Remedial Health Care Funds are limited. The Family Self-Sufficiency Branch (FSSB) notifies staff when funds for this purpose are available and when the funds are depleted, payments will no longer be allowed. Do not approve requests unless notified of funding.

These payments are authorized by form PA-32, Authorization of Supportive Services Payment. Workers request approval from the Region's designated individual prior to issuing form PA-32. Payments are made on STEP using code 10, Remedial Medical Services, or code 11, Remedial Medical Goods.

When Remedial Health Care Funds are available, the following items or services may be paid for a work eligible individual if needed to participate in a KWP activity. These payments have no specific limit per payment.]

Medical goods and services are not allowed if payable through Medicaid.

Payment can be made for:

- A. Eyeglasses or corrective lenses;
- B. Dentures;
- C. Hearing aids, if not available through Vocational Rehabilitation; and
- D. Medical goods or services required as a condition of employment (e.g., the employer requires a physical exam prior to employment and the individual has already had the annual physical exam covered by Medicaid).

A drug screening is not paid using Remedial Health codes 10 or 11. Drug screenings are paid using supportive services code 46. See MS 5355.

MS 5385

AUTHORIZATION AND ISSUANCE

Payments for supportive services are issued directly to the provider with the exception of some car repair/vehicle related expenses. The participant is NOT eligible to be reimbursed for payments he/she has already made.

For RN and LPN licensing fees, refer to [MS 5390](#).

To authorize and issue payments for supportive services, use the following procedures:

- A. Discuss the necessity of the items with the participant.
 1. Obtain verification of the need for supportive services items ONLY if questionable. If questionable for participants in KWP activities, contact the institution or provider to determine if the item is required.
 2. A criminal records check, Code 15, may be paid if the provider's or employer's policy is to require the individual to pay the fee. The participant must provide a completed Kentucky State Police Release Authorization form prior to the completion of form PA-32, Authorization of Supportive Services Payments.

Exception: If a contracted provider is required to pay this fee as stipulated in their contract, payment is not authorized.
- [B. Determine the amount of supportive services, subject to dollar limits, which have been issued previously for the participant by accessing STEP and form PA-32A, Supportive Service Log. STEP keeps a current balance and form PA-32A identifies all forms PA-32 issued. Use the STEP balance and subtract any outstanding forms PA-32. Compare to the payment limits to determine the actual amount available.]
- C. Advise the participant of the amount remaining and explore the potential for free or discounted items.
- [D. For expenses of \$100 or more, approval must be obtained from the KWP Program Specialist/supervisor before form PA-32 is issued.
- E. Request form PA-32 from the individual designated to dispense the forms. The designated individual marks form PA-32A that the particular form PA-32 is provided to the case manager.]
- F. Complete form PA-32 and list the specific items needed and maximum payment for each item if free items are not available. List the dollar amount available for the purchase of the items on form PA-32.

EXAMPLE: The participant needs a pair of shoes and a nurse's uniform. Next to each entry on form PA-32 the case manager annotates the expected cost of each: Shoes \$30, uniform \$35.

G. Instruct the participant to:

1. Take form PA-32 to the appropriate provider within 10 days. Ensure the participant understands the form is only good for 10 days. If the form is not used within 10 days, the participant will need to obtain a new form PA-32.
2. Sign the form when the items/services are received and give the form to the provider. The provider must return form PA-32 within 30 days from the date of the issuance of the form. The individual may need to select another provider if a provider will not accept form PA-32. The provider returns form PA-32 along with invoices to the case manager.

[H. To authorize payment:

1. Enter the "Supportive Services Start Date" on the STEP Supportive Services Submenu when the first PA-32 issued is received. The month and year the form is ISSUED (not returned) is entered.
 2. The 12 month payment limit period begins with the month the initial form PA-32 is issued to the participant. Example: The participant requires authorization of \$75 and form PA-32 is issued on 10/15/08. The 12-month period would be 10/01/08 through 9/30/09. A new period would begin 10/01/09.
 3. Enter this date as "mmyy" on the STEP Supportive Services Submenu as Option 4.
- I. If form PA-32 is not returned or lacks an invoice, contact the provider to explain the importance of form PA-32. Ensure the vendor understands if they fail to return the completed original form PA-32, or an invoice, the agency will stop utilizing the vendor to provide goods/services. However, payment may be made on any outstanding invoice to the vendor.
- J. Cases with STEP termination dates may have payments authorized by entering the date form PA-32 was ISSUED in the "Date" field on the Payments Screen. The issued date must be prior to the termination date.]

MS 5390 RN AND LPN LICENSING AUTHORIZATION

[Two separate charges are levied for licensing of registered nurses (RN) and licensed practical nurses (LPN) in Kentucky.

A. The charges levied for licensing and paid by an inter-accounting process are:

1. A computerized test payment of \$200 paid to the test center for National Council Licensure Examination (NCLEX); and
2. The Kentucky Board of Nursing \$110 payment which covers the application as well as education and criminal background reviews.

NOTE: The above charges are not paid on STEP.

B. Case managers are responsible for completing form PA-32, Authorization for Supportive Services Payments, when an eligible participant requests payment to complete the RN or LPN licensing requirements. These fees are authorized for the full amount and one time only.

1. Complete form PA-32 for each charge and update form PA-32A, Supportive Services Log;
2. Annotate the case that \$310 was obligated for these 2 test fees; and
3. Enclose the original registration form for the NCLEX exam and the original KY Board of Nursing application with form PA-32. Forward form PA-32 to the following address for payment to NCLEX:

Kentucky Board of Nursing
Attn: Inter-account
312 Whittington Parkway, Suite 300
Louisville, Ky. 40222-5172

4. DO NOT pay these charges on STEP.

C. The testing company must receive payment before the participant may take the test. Advise the participant to allow 6 weeks for the application to be processed by NCLEX. The test provider notifies the Board of Nursing daily of participants whose payment has been received. The participant may contact either the Board of Nursing or the school the participant attended to determine if the Board of Nursing fee has also been paid. If the participant attended an out-of-state school, he/she contacts the Board of Nursing.

The Board of Nursing sends a packet of information upon request by the participant after the payment is received. A toll-free number is provided in the packet for the participant to schedule the test.

- D. Kentucky has two test sites, Louisville and Lexington.
- E. If the participant schedules an appointment to test and does not appear, BOTH charges must be paid again. Advise participants to schedule the exam time carefully, since the payment can only be paid once. Therefore, any subsequent test payments as a result of a missed test are the participant's responsibility.
- F. EXCEPTIONS:
1. If a participant needs a reinstatement of the Kentucky RN or LPN license or if he/she requires an endorsement, the total cost is the \$110 payment to the Kentucky Board of Nursing. An endorsement is the Kentucky Licensing for an individual who has a license issued from another state. Annotate in STEP Comments if this is the situation authorized. An NCLEX application form and \$200 payment is NOT required for a reinstatement or endorsement.
 2. An NCLEX fee of \$200 is charged each time a re-exam is necessary; there is no reduced amount for a re-test.
 3. If the participant wishes to receive licensure for a state other than Kentucky, identify the state in STEP comments. Field staff must contact the out-of-state Board of Nursing to determine whether or not it will honor payment via form PA-32 and the state's check.
 4. If an exceptional situation exists and one of the fees will be paid by the participant or another agency, the other party should pay NCLEX and not the Kentucky Board of Nursing. Contact the Family Self-Sufficiency Branch (FSSB) through your Regional Office if clarification is needed. Enter the information regarding why only one payment is needed in STEP comments.
- G. Payment can be made for other expenses related to obtaining an LPN or RN license.
1. If a recipient has been licensed in another state, utilize form PA-32 to pay the processing fee required by the other state to release verification of prior license status. Pay this fee off STEP using code 55.
 2. If an AIDS course is required for completion of course requirements, pay the fee using code 06 which reduces the supportive services balance. The recipient can identify approved providers for the course from the institution where they received nurse's training. The agency may help them select the most economical provider.
 3. Payment for the RNET practice state board exam is made using code 55 on STEP. A separate form PA-32 is completed for this fee. See [MS 5365](#).